



TREE REMOVAL & REPLANTING PERMIT APPLICATION

Apply online at: <https://devhub.portlandoregon.gov/>

Need help? Visit www.portlandoregon.gov/trees, email trees@portlandoregon.gov, or call 503-823-TREE (8733).

For application instructions visit: <http://www.portlandoregon.gov/trees/article/621451>.

Incomplete applications will not be processed and will cause delays.

**INCLUDE A \$100 APPLICATION FEE PAYABLE TO "CITY OF PORTLAND" or [apply & pay online](#).
THE \$100 FEE IS NON-REFUNDABLE.**

PROPERTY OWNER/AUTHORIZED REPRESENTATIVE (e.g. Property Mgmt. Co., HOA Assoc., Landscape Supervisor, etc)

Property Owner (required) _____

Mailing Address _____

Phone _____ Email _____

Authorized Representative _____

Mailing Address _____

Phone _____ Email _____

APPLICANT INFORMATION

Applicant (skip this section only if the applicant is the property owner.)

contractor / arborist property manager other _____

Name _____ Company _____

Mailing Address _____

Phone _____ Email _____

How would you like the permit decision sent? emailed to applicant mailed to applicant

*****CHECK ONE PERMIT TYPE BELOW*****

STANDARD TREE REMOVAL & REPLANTING PERMIT APPLICATION

I am applying for a standard Tree Removal & Replanting Permit Application.

RETROACTIVE TREE PERMIT APPLICATION

I had to remove the tree(s) and/or portion of tree(s) because the actively failing condition and location of the tree(s) and/or portion of tree(s) presented such a clear and present immediate danger to people or structures that there was insufficient time to obtain a tree permit. I am submitting this application within 7 days of the work in order to receive a retroactive Tree Permit. I have included photographic evidence of the hazardous portion(s) of the tree(s) that created an emergency. **NOTE – The property owner or authorized representative and/or tree care provider may be found in violation of City code if it is determined that regulated trees were removed without a permit and the owner/applicant is unable to demonstrate the emergency.**

TREE INFORMATION – Mark the trees with ribbon for identification

Address of the tree(s): _____

Total number of trees requested for removal: _____

*****STAFF USE ONLY*****

IVR: _____

ZONE: _____

DATE RECEIVED: _____

TREE INFO cont. - Complete one section for each tree proposed for removal. Attach additional pages as needed.

TREE 1

Species: _____ Tree trunk diameter: _____ inches (diameter = circumference ÷ 3.14)

Location (check one): right-of-way parking lot private property (Please include a photo measuring around the trunk at 4.5 feet above ground.) other
(describe) _____

Reason for removal: dead dying dangerous within 10 feet of building (Provide clear photographs of measurement between base of tree and foundation of building or attached deck. Take measurement on the ground.)

other: _____ Comments: _____

TREE 2

Species: _____ Tree trunk diameter: _____ inches (diameter = circumference ÷ 3.14)

Location (check one): right-of-way parking lot private property (Please include a photo measuring around the trunk at 4.5 feet above ground.) other
(describe) _____

Reason for removal: dead dying dangerous within 10 feet of building (Provide clear photographs of measurement between base of tree and foundation of building or attached deck. Take measurement on the ground.)

other: _____ Comments: _____

TREE 3

Species: _____ Tree trunk diameter: _____ inches (diameter = circumference ÷ 3.14)

Location (check one): right-of-way parking lot private property (Please include a photo measuring around the trunk at 4.5 feet above ground.) other
(describe) _____

Reason for removal: dead dying dangerous within 10 feet of building (Provide clear photographs of measurement between base of tree and foundation of building or attached deck. Take measurement on the ground.)

other: _____ Comments: _____

TREE 4

Species: _____ Tree trunk diameter: _____ inches (diameter = circumference ÷ 3.14)

Location (check one): right-of-way parking lot private property (Please include a photo measuring around the trunk at 4.5 feet above ground.) other
(describe) _____

Reason for removal: dead dying dangerous within 10 feet of building (Provide clear photographs of measurement between base of tree and foundation of building or attached deck. Take measurement on the ground.)

other: _____ Comments: _____

TREE PLAN – Required

- A. Draw your property in the box provided below -OR- include a [printed map](#) of your property.
- B. **Tree Plan must include the following:**
- Existing street trees
 - Existing private property trees
 - Trees proposed for removal
 - Trees proposed for replanting
- C. Street names, property lines, building(s) outline, driveway, and/or any other pertinent information



Please list number and species of trees to replant.

- # of **STREET TREES** to be replanted: _____ Species (required): _____
 - Must be selected from the City's approved street tree planting lists (www.portlandoregon.gov/trees/plantinglists).
 - Street trees cannot be planted in planting strips less than 3-feet wide.
 - **STREET TREE PLANTING WILL REQUIRE A FIELD INSPECTION**
- # of **PRIVATE TREES** to be replanted: _____ Species (required): _____

REPLANTING WAIVER – <https://www.portlandoregon.gov/trees/article/735225>

TO REQUEST a Replanting Waiver Inspection a [Replanting Waiver Application](#) must be submitted with this Application.

- Replanting Waiver Application information must match Tree Plan
- Waivers will only be granted when on-site and right-of-way tree density standards are met in accordance with [11.40.060.C.1](#), and the tree was not required under any other city code provision.
- **APPLICATIONS REQUESTING A REPLANTING WAIVER WILL REQUIRE A FIELD INSPECTION AND CANNOT BE ISSUED AT THE PERMIT CENTER.**

Acknowledgement Statement

I, _____, the property owner or authorized representative, am responsible for complying with the following statements.
(PRINT NAME)

I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of the permit, regardless of how or when discovered. I certify that I have done my due diligence to determine that I do need to submit a tree removal application and understand that the application fee is non-refundable if in fact a permit is not required. I have marked the trees with ribbon for identification.

I agree to comply with City of Portland Code Title 11 Trees regarding tree removal. **I understand that submitting an application does not entitle me to a permit, and I must have physical possession of the permit before beginning any work.** Failure to obtain a permit or violating the terms of a permit may result in civil penalties of up to \$1,000 per tree per day in accordance with City Code Title 11; additional fines may also apply. I agree to hold harmless the City of Portland, its agents, officers, and employees for any damage or injury caused by reason of planting, placement, maintenance, or removal of trees.

If a removal permit is granted, I agree to meet all tree replanting requirements as outlined in the conditions of the permit. I understand that replanting is a condition of a tree removal permit and that the City Forester may require greater than one tree to be planted for each tree removed. I understand that I am responsible for the successful establishment of the replanted trees.

The property owner or authorized representative hereby give permission to the City of Portland and its agents, officers, and employees to enter the property for the purpose of tree inspection prior to permit issuance and for replanting compliance inspection after the permit is issued.

If the trunk of the tree(s) straddles the property line, all owners must sign the removal application. The neighboring property owner must consent to the tree(s) removal by signing below.

By signing below, I hereby acknowledge I understand and will comply with the statements above and that I am the owner of the property or an authorized representative.

Signature (**REQUIRED**) _____ Date: _____

If applicable, Neighboring Owner Signature _____ Date: _____

Please make checks payable to: City of Portland

Submit applications in one of three ways:

- On-line at: <https://devhub.portlandoregon.gov/> (preferred)
- In person at: Development Services Center, 1900 SW 4th Ave., 1st Floor, Portland OR 97201
- Mail application and \$100 fee to: PP&R Urban Forestry, 1900 SW 4th Ave., Suite 5000, Portland OR 97201

To check the status of your application, visit www.portlandoregon.gov/trees/permitstatus or call 503-823-TREE (8733).