



## Tree/Site Plan Submittal - CIPs and Projects on City Property

Tree/Site Plans must follow the requirements of [11.50.070 Tree Plan Submittal Requirements](#). This handout describes what must be shown on a Tree/Site Plan that is submitted to Urban Forestry as part of a permit application ([Preliminary Project Design Form](#)) for a Capital Project in the right of way or on City -owned or -managed property. While similar to the Tree Inventory, the Tree/Site Plan is a map of the site showing the location, size (DBH), and species of trees to be preserved, impacted (including removal, pruning, or impacted by site activity), and planted. The Tree/Site Plan may be incorporated into other site plans.

## Tree/Site Plan Checklist

The Tree/Site Plan must be consistent with your Tree Inventory regarding trees to be preserved, planted, or impacted, including root protection zones and method of tree protection. Plans that do not reflect the inventory accurately will be deemed incomplete. The Tree/Site Plan must be drawn to scale and show:

- Development Impact Area for applicable projects on sites that are **larger than one acre** (see following page, *What is a Development Impact Area?*)
  
- Existing Improvements
  
- Proposed Alterations including structures, impervious area, grading, and utilities
  
- Existing Trees: Right of Way ONLY
  - Trees ≥ 3" in the development impact area
  - Trees ≥ 3" within 15 feet of the development impact area
  - Trees ≥ 6" on adjacent sites within 15 feet of the development impact area
  - All Heritage Trees and trees protected under a previous land use approval
  
- Existing Trees: City -Owned or -Managed Property ONLY
  - Trees ≥ 6" on site or in the development impact area
  - Trees ≥ 6" within 25 feet of the development impact area or to the property line
  - Trees ≥ 3" within adjacent right(s) of way
  - All Heritage Trees and trees protected under a previous land use approval
  
- Proposed Tree Activity: Indicate size (DBH), location, and species
  - Trees to be preserved
  - Tree protection measures
  - Trees to be removed, marked with an 'X'
  - Trees to be planted, indicate species

## **What is a Development Impact Area?**

Development impact area is defined in Chapter 11.80.020.B.13 as:

The area on a site affected by proposed site improvements, including buildings, structures, parking and loading areas, landscaping, and paved or graveled areas. The development impact area also refers to areas devoted to storage of materials, or construction activities such as grading, filling, trenching, or other excavation necessary to install utilities or access.

Applicants may define a development impact area on sites larger than one acre or when development is occurring in the street and is not associated with an adjacent development site. Tree preservation requirements shall be based on trees within the development impact area and tree density will be based on meeting standards only within the development impact area. Trees may be planted to meet tree density requirements elsewhere on site (11.50.030).

## **Need Help?**

For questions regarding submittal requirements for a particular project, contact your assigned City Tree Inspector. For general questions, you can also call the Tree Hotline at 503-823-TREE (8733), send an email to [trees@portlandoregon.gov](mailto:trees@portlandoregon.gov), or visit the Tree Website at [www.portlandoregon.gov/trees](http://www.portlandoregon.gov/trees).

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