



APPEAL APPLICATION

URBAN FORESTRY

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

This form is to be used to appeal Urban Forestry permit decisions. The applicant may appeal any permit decision. The public may appeal a decision when public notice is required.

In the appeal application, you must specifically address how Urban Forestry erred in applying the standards or review factors of Title 11 to the permit decision. You can read a copy of Title 11 at www.portlandoregon.gov/trees/title11. The applicable standards and review factors are found in chapters:

- 11.40.040 City and Street Tree Permit Standards and Review Factors
- 11.40.050 Private Tree Permit Standards and Review Factors

Instructions

- Fill out the form on the back of this page. Submit the completed application and fee in **one** of the following ways:
 - by mail to Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201 (preferred)
 - Include a check made out to City of Portland
 - in person at the Development Services Center, 1900 SW 4th Ave. 1st Floor, Portland, OR 97201
 - Monday, Tuesday, Wednesday, and Friday from 8a.m.–3p.m.; Thursdays 8a.m.–noon
 - Pay by check, cash, or credit or debit card (Note: there may be a wait time at the Development Services Center)
- Appeals must be received within 14 calendar days of the permit decision date.
- Appeal applications require a non-refundable filing fee of **\$200**.
- Supporting documents/evidence such as pictures or an arborist report shall be attached to the application.

Appeal process

1. After Urban Forestry receives the completed appeal application, a hearing will be scheduled with the Urban Forestry Appeals Board within 45 days of the date the appeal was filed. Hearings are held on the third Thursday of the month in the morning. Hearings may be rescheduled by written request to trees@portlandoregon.gov or by mail to Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201.
2. At least 14 days before the hearing, the appellant will be notified of the date and time of the hearing. Plan to attend to present your case, or send a representative. If you or your representative do not attend, the permit decision will become final.
3. At the hearing, the Appeals Board will consider whether the City Forester erred in applying the standards and review factors governing the tree(s) in question according to City Code. The Appeals Board will take into consideration testimony from the applicant, appellant, staff, and Appeals Board members present at the hearing. The Appeals Board may affirm or reverse the permit decision.
4. If additional evidence is introduced at the hearing, the Appeals Board may delay its decision to provide adequate time for other parties to respond.
5. The decision of the Appeals Board is final and may not be appealed to another review body within the city.



APPEAL INFORMATION	
Today's Date	
Date of Permit Decision	
Case Number	
Tree Address	
Describe the reasons for the appeal. How did Urban Forestry err in applying the standards or review factors in Portland City Code Title 11 Trees?	
Supporting evidence attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide reason _____ Introducing additional evidence at the hearing may result in a delay.

APPLICANT INFORMATION	
Appellant Name	
Organization	
Mailing Address	
City, State, Zip	
Phone	
Email	
Relationship to the property where trees are located	
Will you attend the appeal or send a representative?	<input type="checkbox"/> Yes, I will attend the appeal <input type="checkbox"/> No, I will send a representative in my place
If you are not attending, list the representative's name	
What is the best way to contact you?	<input type="checkbox"/> Email <input type="checkbox"/> Phone
Applicant Name: _____ Applicant Signature: _____ Date: _____	

Submit the completed application and \$200 fee to:
 Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201

STAFF USE ONLY
Intake date: _____
IVR #: _____