



## STREET TREE ATTACHMENT PERMIT APPLICATION

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

### Instructions

- This form is to be used to request a permit to permanently attach items to street trees, including ornamental lighting. “Permanently” is defined as 6 or more continuous months in a 12-month period.
- There is a non-refundable fee of \$264 per street tree attachment application. You may include multiple sites in one application.
- Fill out the application completely and legibly. List each address and the number of trees to be permitted at each address.
- Applicants must also submit a Letter of Guarantee against loss or damage to City trees.
- Submit the completed application, Letter of Guarantee, and \$264 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 4<sup>th</sup> Ave. 1<sup>st</sup> 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)

### APPLICANT INFORMATION

**Applicant**  property owner  contractor  property manager  other \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

### Who will perform the work?

property owner  applicant  other \_\_\_\_\_

### PERMIT INFORMATION

Total # of trees to be permitted: \_\_\_\_\_

Describe what is to be attached to the tree(s): \_\_\_\_\_

\_\_\_\_\_

Proposed date of installation: \_\_\_\_\_

Proposed date of removal: \_\_\_\_\_



