



STREET TREE ATTACHMENT PERMIT APPLICATION

Need help? Visit www.portlandoregon.gov/trees, email 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 \$300 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 \$300 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)

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: _____

TREE INFORMATION (Attach additional pages as needed)

Tree Location (address)	# of trees	Comments

NOTICES

Statement of Fact: 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 permit, regardless of how or when discovered.

Statement of Compliance with City Code: I agree to comply with City of Portland Code Title 11 Trees. I understand that submitting an application does not entitle me to a permit, and I must have the permit in hand before beginning any work. I understand that failure to obtain a permit or violating the terms of a permit may result in civil penalties of up to \$1,000 per violation per City Code Title 11. I agree to hold harmless the City of Portland, its agents, officers, and employees for any damage or injury caused by reason of affixing, maintaining, and operating items in street trees. The permit holder shall be solely liable for any damages caused by the installation, maintenance, and operation of items on permitted trees.

- I have signed and enclosed a Letter of Guarantee.
- I have included the \$300 fee with the application.

Applicant Name: _____ Applicant Signature: _____ Date: _____

Submit complete application and \$300 fee to: Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201. Please allow at least 3 weeks for your permit application to be processed. To check the status of your application, visit www.portlandoregon.gov/trees/permits.

STAFF USE ONLY: Intake date: _____ IVR #: _____