



## TREE REMOVAL & REPLANTING 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).

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

Incomplete applications will cause delays.

**INCLUDE A CHECK OF \$35 PAYABLE TO CITY OF PORTLAND. THE \$35 FEE IS NON-REFUNDABLE.**

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

Property Owner or Authorized Representative \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### APPLICANT INFORMATION

**Applicant**  (skip this section 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

### TREE SERVICE PROVIDER – Please check one box indicating who will be performing the tree work.

applicant  property owner/authorized representative  unknown  other \_\_\_\_\_

### \*\*\*CHECK ONE PERMIT TYPE BELOW\*\*\*

#### STANDARD TREE REMOVAL & REPLANTING PERMIT APPLICATION

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

#### EMERGENCY TREE WORK/RETROACTIVE 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 (permits may be issued quicker for trees between 12-19.9 inches in diameter. 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 (permits may be issued quicker for trees between 12-19.9 inches in diameter. 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 (permits may be issued quicker for trees between 12-19.9 inches in diameter. 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 (permits may be issued quicker for trees between 12-19.9 inches in diameter. 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](http://www.portlandoregon.gov/trees/plantinglists)).
  - **STREET TREE PLANTING WILL REQUIRE A FIELD INSPECTION**
- # of **PRIVATE TREES** to be replanted: \_\_\_\_\_ Species (required): \_\_\_\_\_

**REPLANTING WAIVER – Check box to request a tree density assessment to waive on-site replanting.**  
ALL REPLANTING WAIVER REQUESTS WILL REQUIRE AN ON-SITE FIELD INSPECTION

- Applicant requests a density assessment of the property to determine qualification status for a replanting waiver.
- 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  
(PRINT NAME) complying with the following statements.

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 out to: City of Portland**

## **Submit applications in one of two ways:**

- In person at: Development Services Center, 1900 SW 4<sup>th</sup> Ave., 1<sup>st</sup> Floor, Portland OR 97201

**-OR-**

- Mail application and \$35 fee to: PP&R Urban Forestry, 1900 SW 4<sup>th</sup> Ave., suite 5000, Portland OR 97201

To check the status of your application, visit [www.portlandoregon.gov/trees/permitstatus](http://www.portlandoregon.gov/trees/permitstatus) or call our Tree line at 503-823-TREE (8733).