



## TREE REMOVAL & REPLANTING PERMIT APPLICATION

Incomplete applications will result in delays.

**For Application Instructions, visit:** [portlandoregon.gov/trees/article/621451](http://portlandoregon.gov/trees/article/621451)

**For Questions:** call (503) 823-TREE (8733), or email [trees@portlandoregon.gov](mailto:trees@portlandoregon.gov).

### TREE INFORMATION

Address of the tree(s): \_\_\_\_\_

**Trees requested for Removal:** # of Private tree(s): \_\_\_\_\_ # of Street tree(s): \_\_\_\_\_

### NON-REFUNDABLE APPLICATION FEES

Payable to "City of Portland"

**Base fee of \$100 for up to 3 trees. An additional fee of \$25 per tree is required for each additional tree.**

**Applying to remove more than 3 trees?** Complete the [Tree Removal & Replanting Application Supplemental Page](http://www.portlandoregon.gov/trees/article/513082). (<https://www.portlandoregon.gov/trees/article/513082>)

Property owners living on low incomes may qualify for a fee waiver. For more information, visit [Urban Forestry Financial Assistance](http://www.portlandoregon.gov/trees/article/758579) (<https://www.portlandoregon.gov/trees/article/758579>).

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Relationship to Property: \_\_\_\_\_

Property Owner  Contractor /  Property Manager  Other \_\_\_\_\_

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

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

**If Applicant is not the Property Owner:**

Property Owner Name: \_\_\_\_\_

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

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

**RETROACTIVE TREE REMOVAL PERMIT APPLICATION**

The tree(s) and/or portion of tree(s) have been removed because **the actively failing condition** or 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. As required by [City Code 11.40.020.D](#) I am submitting this application **within 7 days of the work** in order to receive a retroactive Tree Permit. This application **includes photographs** or other documentation to prove an emergency existed.

**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 and/or portions of trees were removed without a permit and the owner/applicant is unable to demonstrate the emergency.

**\*\*\*STAFF USE ONLY\*\*\***

**IVR:**

**ZONE:**

**DATE RECEIVED:**



**TREE 1**

Species: \_\_\_\_\_

Tree trunk diameter: \_\_\_\_\_ inches (diameter = circumference ÷ 3.14)

Location:  right-of-way  parking lot  private property  other \_\_\_\_\_

Reason for removal:  dead  dying  dangerous  within 10' of building  other: \_\_\_\_\_

**Photographs Included (optional - see instructions [portlandoregon.gov/trees/article/621451](http://portlandoregon.gov/trees/article/621451)):**

- Tree trunk diameter at 4.5 ft above ground surface showing full width of the trunk
- Tree trunk diameter - numeric reading on measuring tape
- Distance between structure and tree, with both ends of measuring tape visible
- Distance measurement - close-up image of numeric reading on the measuring tape
- Additional photos showing full image of the tree (for species identification)

**TREE 2**

Species: \_\_\_\_\_

Tree trunk diameter: \_\_\_\_\_ inches (diameter = circumference ÷ 3.14)

Location:  right-of-way  parking lot  private property  other \_\_\_\_\_

Reason for removal:  dead  dying  dangerous  within 10' of building  other: \_\_\_\_\_

**Photographs Included (optional - see instructions [portlandoregon.gov/trees/article/621451](http://portlandoregon.gov/trees/article/621451)):**

- Tree trunk diameter at 4.5 ft above ground surface showing full width of the trunk
- Tree trunk diameter - numeric reading on measuring tape
- Distance between structure and tree, with both ends of measuring tape visible
- Distance measurement - close-up image of numeric reading on the measuring tape
- Additional photos showing full image of the tree (for species identification)

**TREE 3**

Species: \_\_\_\_\_

Tree trunk diameter: \_\_\_\_\_ inches (diameter = circumference ÷ 3.14)

Location:  right-of-way  parking lot  private property  other \_\_\_\_\_

Reason for removal:  dead  dying  dangerous  within 10' of building  other: \_\_\_\_\_

**Photographs Included (optional - see instructions [portlandoregon.gov/trees/article/621451](http://portlandoregon.gov/trees/article/621451)):**

- Tree trunk diameter at 4.5 ft above ground surface showing full width of the trunk
- Tree trunk diameter - numeric reading on measuring tape
- Distance between structure and tree, with both ends of measuring tape visible
- Distance measurement - close-up image of numeric reading on the measuring tape
- Additional photos showing full image of the tree (for species identification)



## REPLANTING PROPOSAL

Trees approved for removal will require at least one tree to be replanted per tree removed unless a Replanting Waiver application is submitted and is approved.

**To request a Replanting Waiver:** Complete a [Replanting Waiver Application](#) and submit it with this Application. Waivers will only be granted when on-site and right-of-way tree density standards are met, and the tree(s) were not required under any other city code provision.

Trees to be Planted:

**# of Private tree(s):** \_\_\_\_\_ **Species:** \_\_\_\_\_

- Species must reach a minimum mature height of 16 ft.
- Trees must be single stemmed and be 1.5" caliper (broadleaf) or 5' tall (conifer) at the time of planting.

**# of Street tree(s):** \_\_\_\_\_ **Species:** \_\_\_\_\_

- Must be selected from the City's approved street tree planting lists (<https://www.portlandoregon.gov/trees/66682>).
- Street trees cannot be planted in planting strips less than 3-feet wide.

## TREE PLAN

Draw a map of the property in the box provided below -**OR**- include a printed map with the following information.

**TREE PLAN must include all of the following information, or the application will be deemed incomplete:**

- Existing street trees
- Existing private property trees
- Trees proposed for removal - Mark with an 'X'
- Trees proposed for replanting
- Street names, property lines, building(s) outline, driveway, and/or any other pertinent information



## Acknowledgement Statement

I, \_\_\_\_\_, the property owner or authorized representative, am responsible for 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: \_\_\_\_\_

Tree removal can impact wildlife. Many animals are protected under laws such as the [Migratory Bird Treaty Act](#) ([www.fws.gov](http://www.fws.gov)). It is your responsibility to understand and comply with all applicable city, state and federal laws and regulations.

