PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Urban Forestry
1900 SW 4th Ave. Suite 5000
Portland, OR 97201
Email: trees@portlandoregon.gov
Tel: (503) 823-TREE (8733) Fax: (503) 823-4493

ADMINISTRATIVE REVIEW APPLICATION

URBAN FORESTRY

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

This administrative review form is to be used when a property owner or responsible party has been given a notice of Portland City Code Title 11 and has been directed to make any correction or to perform any act and the owner or responsible party believes the finding of the notice was in error.

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 payable to City of Portland
  - in person at the Development Services Center (DSC), 1900 SW 4th Ave. 1st Floor, Portland, OR 97201
    - The DSC is open Monday, Tuesday, Wednesday, and Friday from 8a.m.–3p.m.; Thursdays 8a.m.–noon
    - Pay by check or by credit or debit card
    - Note: there may be a wait time at the Development Services Center
- Administrative review applications must be received within **15 calendar days** of the date on the notice.
- Administrative review applications require a filling fee of $110.
- If Urban Forestry has made an error in the issuance of a notice, evidence should be presented with submission of the application. You must specifically address how Urban Forestry erred in making the decision.
  - Title 11 is available online at www.portlandoregon.gov/trees/title11
- Supporting documents/evidence, such as pictures or an arborist report, shall be attached to the application.

Administrative Review process

1. If a review is sought, the owner or responsible party shall submit a written request, via this application, to the City within 15 days of the date of the notice. Upon receipt of the Administrative Review Application, either by mail or in-person, the application will be date stamped for verification the submission was within 15 calendar days of the date on the notice.

2. The Administrative Review Application and supporting documents/evidence will be reviewed by the BDS Director or City Forester, as applicable. Following the review, the BDS Director or City Forester, will issue a written determination to the name provided on the Administrative Review Application.

3. A determination issued as stated in Section 11.70.120 may be appealed to the Code Hearings Officer, as provided for in Chapter 22.10 of City Code. A request for an appeal hearing shall be filed within 10 business days after the date of the decision or determination.

ADMINISTRATIVE REVIEW INFORMATION	
Today's Date	
Date of Notice	
Site Address	
Describe the Notice	
Case/Permit #	
Describe the reasons the Notice was found in error. Describe how Urban Forestry erred in applying the tree code: Title 11? Attach supporting documents/evidence to support your claims.	
Supporting documents/evidence, such as pictures, arborist reports and/or supporting Title 11 code language must be included with this application or the application will be deemed incomplete and returned to you.	

PROPERTY OWNER AND/OR RESPONSIBLE PARTY INFORMATION	
Name	
Organization	
Mailing address	
City, State, Zip	
Phone	
Email	
Relationship to the site	☐ property owner ☐ contractor ☐ property manager ☐ other_____
Name:_____ Signature*(required)*_____Date:_____	

Submit the completed application and <u>$110 fee</u> to:
Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201
Make the check out to City of Portland

STAFF USE ONLY
Intake date: _____
IVR #: _____