



TREE REMOVAL & REPLANTING PERMIT APPLICATION INSTRUCTIONS

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

- 1) Fill out one application per property. Include both street trees and private property trees to be removed.
- 2) All information is required. Incomplete applications will not be processed and will cause delays.
- 3) Submit the completed application and fee in **one** of the following ways:
 - on-line at <https://devhub.portlandoregon.gov> (preferred)
 - in person at the Development Services Center (DSC), 1900 SW 4th Ave. 1st Floor
 - Call 503-823-TREE(8733) or visit www.portlandoregon.gov/trees for current hours, as schedule changes are in effect during the City of Portland database software migration preparation and launch period in February 2020.
 - Pay with cash, check or credit or debit card (Note: there may be a wait time at the DSC)
 - by mail to Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201
 - **Include fee payment as a check or money order payable to “City of Portland”**
- 4) After submitting the application, identify the tree(s) to be removed by tying a ribbon around the trunk at 4.5 feet above the ground.

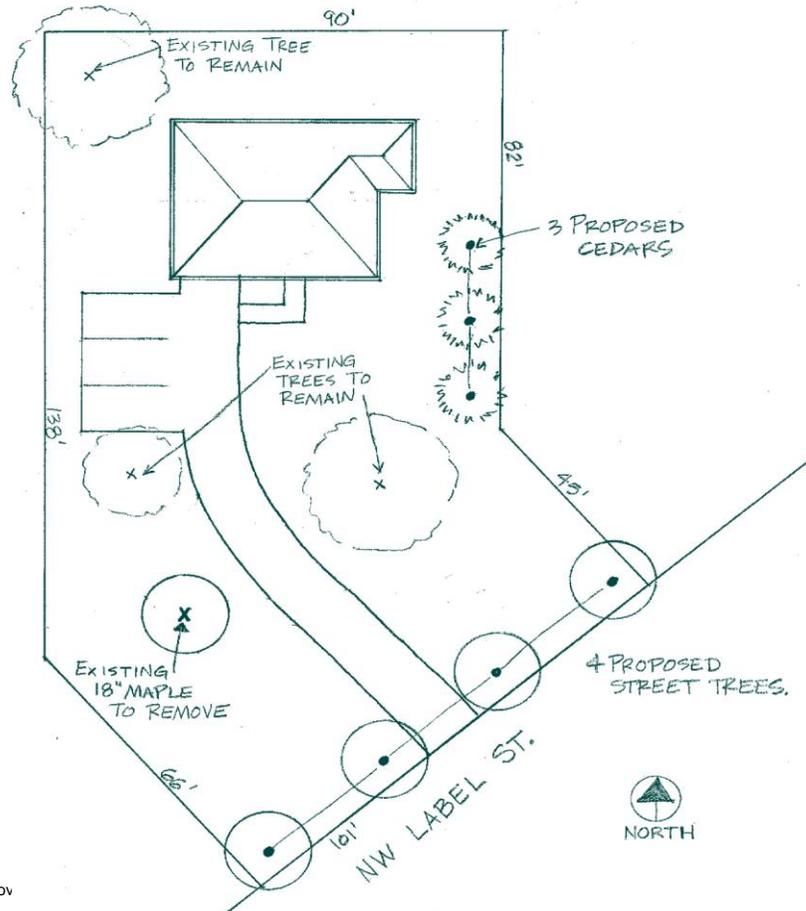
Application fee

A non-refundable application fee must be included with each application. Checks and money orders should be addressed to “City of Portland”.

Tree plan & mitigation plan

Each Tree Removal & Replanting Permit Application must include a tree plan. Tree plans can be sketches drawn to scale or a marked aerial photo of the property from www.portlandmaps.com. A template is provided in the application for your convenience.

Tree plans must show the location of the tree(s) to be removed in relation to other trees, buildings, and lot lines. Tree plans must also show the location and species of existing trees and proposed replacement trees.



Tree photos

To get a private tree removal permit quickly, please submit photos of each tree to convey:

- **Tree circumference at 4.5 feet**—A photo with a measuring tape wrapped around the trunk at 4.5 feet above the ground. Note that you will have to convert this measurement to diameter later.



- **Distance from building or attached structure**—If the private property tree is within 10 feet of a building or attached structure, include a photo that shows the distance with a measuring tape from the base of the tree to the nearest edge of the building or attached structure



Photos must be printed and provided with the application or uploaded through the [online portal](#); staff will not accept emailed photos at time of application. Photos that do not clearly show the tree's circumference, and/or distance from the nearest building or attached structure will cause delays in obtaining a private tree removal permit. Street tree removal permits always require an inspection, so photos are not as critical for street trees.

Replanting Waivers

You may apply for a Replanting Waiver by submitting a [Replanting Waiver Application](https://www.portlandoregon.gov/trees/article/735225) (<https://www.portlandoregon.gov/trees/article/735225>) and the required fee with your Tree Removal & Replanting Permit Application.

Trees approved for removal will require at least one tree to be replanted. However, replanting may be waived if the property and the adjacent right-of-way meet the density standards of [Title 11 11.40.060](#) and the tree is not required under any other City code provision.

- Street tree density is one tree per 25 linear feet of street frontage.
- On-site density standards are based on the type of development and the percent of the site covered by canopy as follows:

Development Type	Canopy Cover Required
One and Two Family Residential	40%
Multi Dwelling Residential	20%
Commercial/Office/Retail/Mixed Use	15%
Industrial	10%
Institutional	25%
Other	25%

The Replanting Waiver Application requires documentation of tree species and location and must correspond with the tree plan submitted with the Tree Removal & Replanting Permit Application. Existing trees must meet the minimum tree planting size standard as follows:

- Broadleaf trees:

Development Type	Tree Size (Caliper)	
	On Site	Street
One and Two Family Residential	1.5"	1.5"
Multi Dwelling Residential	1.5"	2"
All others	1.5"	2.5"

- Coniferous trees: Conifer trees shall be a minimum of 5 feet in height.

Urban Forestry staff will perform a Density Inspection on-site to verify species and assign each tree a canopy size category based on the size of the tree at maturity. Using these canopy size categories, Urban Forestry will determine if the density standards have been met and the property qualifies for a replanting waiver.

Site inspections are required to process Replanting Waiver Applications. The Replanting Waiver Application fee is non-refundable regardless of the outcome.

OVERVIEW OF PERMITTING PROCESS

1. Determine if a permit from Urban Forestry is required to remove the tree(s).
2. Complete the Tree Removal & Replanting Permit Application and submit it to Urban Forestry along with the application fee. Make checks payable to “**City of Portland**”.
3. Mark the tree(s) under consideration with ribbon at 4.5 feet from the ground for identification.
4. Urban Forestry staff may be able to issue a removal permit without an on-site inspection for private property trees under certain conditions. Applications submitted with Replanting Waivers requests will always require an on-site inspection.
5. For street trees and private property trees that require an on-site inspection, an Urban Forestry Tree Inspector will conduct a site visit to review the permitting request. To check the status of a permit application, visit www.portlandoregon.gov/trees/permits.
6. After inspecting the site, the Tree Inspector will issue a decision.
7. Some approved cases require a 2-week public notice and appeal period before the permit can be issued. Appeals are heard by the Urban Forestry Commission Appeals Board.
 - a. If there are no appeals, the Tree Inspector can issue the Tree Removal & Replanting Permit after the 2-week public notice period has expired.
8. The applicant can appeal denied applications to the Urban Forestry Commission Appeals Board. Appeals Board decisions are final. Visit www.portlandoregon.gov/trees/appeals for information.
9. Upon receiving a Tree Removal & Replanting Permit, the applicant has 90 days prior to permit expiration.
 - a. In some cases, planting may be deferred until the following fall planting season.
10. **Permit holders must call the Oregon Utility Locate Hotline (dial 811) before conducting any ground-disturbing activities, such as tree stump grinding or tree planting.**