PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

Urban Forestry
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TREE REMOVAL & REPLANTING PERMIT APPLICATION INSTRUCTIONS

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

When do I need to apply for a Tree Removal & Replanting Permit from Urban Forestry?

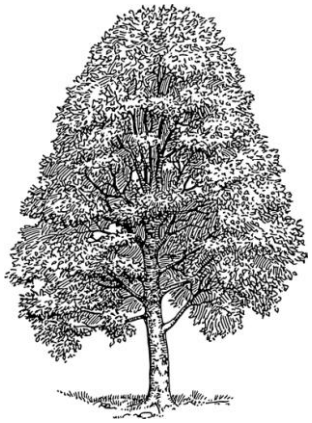
You will need to apply for a Tree Removal & Replanting Permit when no development is occurring on-site and you want to:

- remove a street tree (a tree in the City right-of-way); and/or
- remove a private property tree that is 12 inches or larger in diameter at breast height (DBH; the diameter of a tree measured at 4.5 feet above the ground).

What if the property is in an environmentally sensitive or historic area?

In certain environmental overlay zones and plan districts, private property trees of any size may require a permit for removal and a signed arborist form may be required before the permit can be issued.

These areas include:



- Johnson Creek Basin Plan District
- Rocky Butte Plan District
- South Auditorium Plan District
- Environmental overlay zones (designated by "c" or "p")
- Greenway overlay zones (designated by "n" "q" "g" "i" or "r")
- Pleasant Valley Natural Resources overlay zone (designated by "v")
- Scenic Corridor overlay zone (designated by "s")
- Multnomah County District Drainage, MCDD

  (refer to www.mcdd.org/your-drainage-district)

Determine if the property is in one of these overlay zones or plan districts by visiting www.portlandmaps.com. Overlay zone and plan district information can be found under the zoning section of the maps page.

If the property is located in one or more of these overlay zones or plan districts, call 503-823-TREE (8733) to determine if the tree requires a permit for removal.

When is a permit typically granted for tree removal?

- **Street trees:** dead, dying, or dangerous trees
- **Private trees:** the tree meets at least one of the following conditions:
  - dead, dying, or dangerous
  - within 10 feet of a building or attached structure
  - on the nuisance tree list
  - up to 4 healthy trees smaller than 20 inches in diameter at breast height (DBH, measured at 4.5 feet above the ground) will be approved for removal per site per calendar year if they are not Heritage Trees or trees required as the condition of a previous permit

Tree Removal & Replanting Permit Application Instructions

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 two ways:
    - in person at the Development Services Center (DSC), 1900 SW 4th Ave. 1st Floor
        - Mon, Tue, Wed, and Fri from 8am-12pm and 12:30-3p.m.; Thursdays 8am-noon
        - 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 (preferred)
        - **Include a check or money order for $35 made out to City of Portland**
4) After submitting the application, identify the tree(s) to be removed by tying a yellow ribbon around the trunk at 4.5 feet above the ground.

Application fee

A non-refundable application fee of $35 must be included with each tree removal application. Checks and money orders should be addressed to **City of Portland**.

Site plan & mitigation plan

Each Tree Removal & Replanting Permit Application must include a site plan. Site 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.

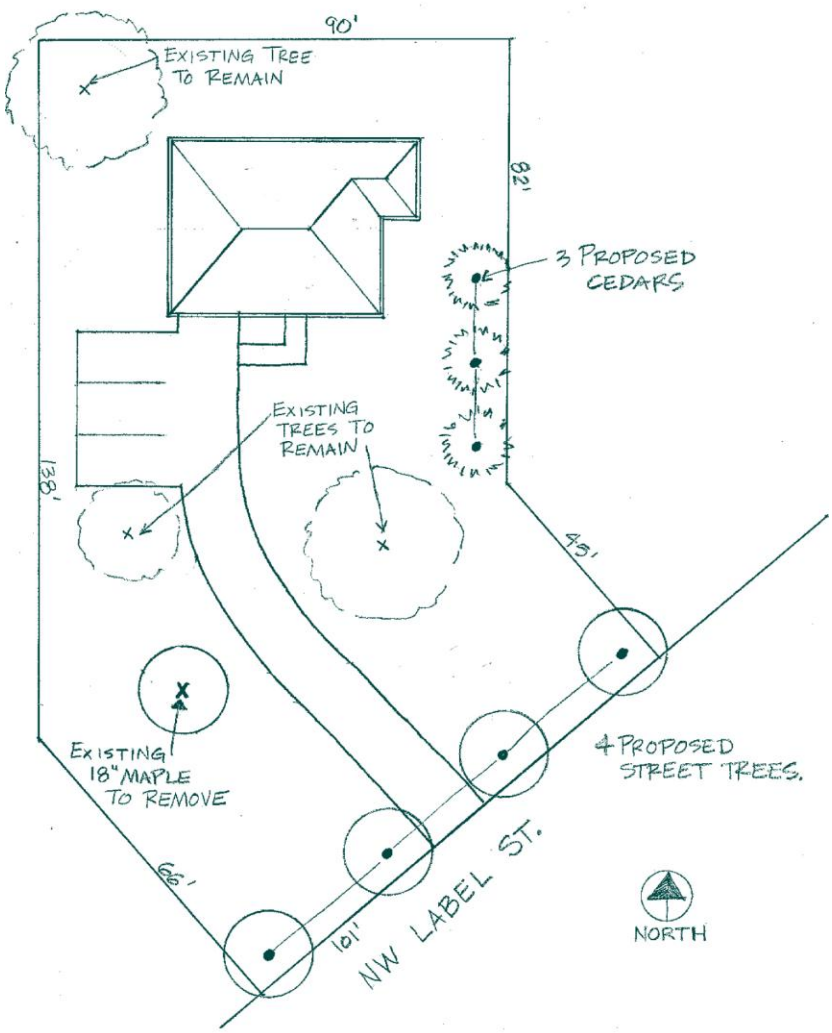
Site plans must show the location of the tree(s) to be removed in relation to other trees, buildings, and lot lines. Site plans must also show the location and species of proposed replacement trees.

Tree photos

In order to get a private tree removal permit quickly, please submit enough 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.
- **Tree species**—A photo of the tree's form as well as a close-up photo of the tree's leaves or twigs or fruits or flowers

Site plan / mitigation plan example



- **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; staff will not accept emailed photos.

Photos that do not clearly show the tree's circumference, species, and/or distance from the nearest building or attached structure will be sent to inspection and will cause delays in obtaining a private tree removal permit.

Street tree removal permits always require an inspection, therefore photos are not critical for street trees.

Permit 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 $35 application fee. Make checks out to **City of Portland**.
3. Mark the tree(s) under consideration with yellow ribbon at 4.5 feet from the ground for identification.
4. For street trees and private property trees that require an on-site inspection (street trees will always require and inspection), an Urban Forestry Tree Inspector will conduct a site visit in 15-20 business days of receiving the completed application. To check the status of a permit application, visit www.portlandoregon.gov/trees/permits. After inspecting the site, the Tree Inspector will contact the applicant with a decision.
5. If the application has been approved, the Tree Inspector informs the applicant of the number of trees required for replanting and sends the applicant a list of approved tree species for replanting. The applicant must inform the Tree Inspector of the species of tree(s) to be replanted before the permit can be issued. 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 Appeals Board.
6. Some applications will require a 2 week public posting period. Visit www.portlandoregon.gov/trees/appeals for information.
7. 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. Once receiving a Tree Removal & Replanting Permit, the applicant has up to 90 days to remove the tree(s), grind the stump(s), and replant the tree(s).
9. **You must call the Oregon Utility Locate Hotline (811)** before conducting any ground-disturbing activities, such as tree stump grinding or tree planting.