



Programmatic Permit -Application (RENEWAL)

Instructions: This application is for public agencies and utilities involved in routine tree maintenance activities. Refer to the *Programmatic Permit Activities and Mitigation Guidelines* document to help you fill out this application. Questions? Email trees@portlandoregon.gov with the subject "Attn: Programmatic Permits" or call PP&R Urban Forestry at 503-823-TREE (8733).

This renewal application is intended for current permit holders seeking to renew their permits for an additional period. For information that has not changed from the application for your current permit, please indicate this where requested.

Email the completed application, any supplemental or referenced materials, to trees@portlandoregon.gov with the subject "Programmatic Permit Application." Incomplete applications will be subject to delay. Completed applications must be received by April 28, 2017. An application fee of \$5,500 is due with the completed application for all non-park agencies. See Section 8: Application Fee for instructions.

Today's Date	4/25/17
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Section 1: ORGANIZATION

Organization	Portland Parks & Recreation Community Gardens Program
Organization Address	6437 SE Division St, Portland, OR 97206

Section 2: APPLICANT (contact person for the duration of the permit)

Name	Kathy Dang
Title	Botanic Specialist I, Community Gardens
Phone	503-823-1612 office, 503-823-1881 cell (cell preferred)
Email	kathy.dang@portlandoregon.gov
Mailing Address	6437 SE Division St, Portland, OR 97206

Section 3: RESPONSIBLE PERSON (manager or supervisor liable for permit compliance)

check if same

Name	Laura Niemi
Title	Program Coordinator, Community Gardens
Phone	503-823-1612
Email	laura.niemi@portlandoregon.gov
Mailing Address	6437 SE Division St, Portland, OR 97206

Section 4: MANAGEMENT PLAN

Do you have a tree management plan for the property or your tree activities?	Yes
Will there be any changes to the tree management plan from the current permit period?	No
If YES, please provide the updated management plan as an attachment.	



Section 5: PURPOSE

**If there are no changes from your current permit, please indicate so and skip this section.*

Describe the purpose of the requested Programmatic Permit. How would this support your management plan?

The purpose of this permit is to allow for appropriate management of food bearing trees in designated community gardens and orchards on Portland Parks & Recreation property. Routine tree care maintenance includes pruning, removal, and planting of fruit trees. The permit is needed to authorize trained staff, volunteers, and program partners to prune, plant, and maintain food bearing trees in conformance with commonly accepted practice for such work and in conformance with the goals and objectives of the Community Gardens Program.

How will your proposed activities provide a net benefit to the urban forest?

The overall health, production, and function of food bearing trees will be enhanced by applying proper techniques and best practices. Diseased, dying, or unproductive food bearing trees will be removed and replaced with healthier more productive, disease resistant varieties.

Describe any targets, goals, or priorities for your proposed tree activities and how you aim to achieve them.

Community garden landscapes will be more sustainable through having trained staff, volunteers, and community partners maintain food bearing trees. Tree care best practices will increase overall tree health, fruit production, and produce donations to recipient food pantries, and community members will be involved in site stewardship and fruit tree maintenance at site properties.

Section 6: LOCATION

**If there are no changes from your current permit, please indicate so and skip this section.*

Describe the locations of the properties (within City of Portland boundaries) where permit activities will take place. Provide addresses when possible. **Attach maps if applicable.**

All food bearing trees in designated community gardens and orchards located on Portland Parks & Recreation property.

Community Gardens Location Map:

<http://www.portlandoregon.gov/parks/finder/index.cfm?ShowResults=yes&AmenityTypeID=8>

Will you be conducting any tree activities in environmental overlay zones? No
If yes, list the overlay zone designations:

Are there any Land Use Reviews associated with the properties where the tree activity will occur?

Yes

No

(Permit/case search available at: <http://www.portlandmaps.com/maps/bds/>)

Section 7: TREE ACTIVITIES (attach additional pages as necessary to describe anticipated tree activities)

See the *Activities and Mitigation Guidelines* document for conditions

**If there are no changes from your current permit, please indicate so and skip this section.*

X Pruning Street Trees

X Pruning City Trees

Pruning native trees on private property in c, p, or v overlay zones

Describe desired tree pruning activities and conditions (e.g. notice procedures, elm pruning moratoriums, etc.):

Best practices for fruit tree pruning will be used and follow guidelines from Training and Pruning your Home Orchard, a PNW Extension Publication of OSU & WSU, PNW 400, Revised July 2011, <http://ir.library.oregonstate.edu/xmlui/bitstream/handle/1957/22166/pnw400.pdf>

Activities include dormant season pruning and training, crown restoration, young tree pruning, and removal of dead, dying, and hazard branches.

Some food bearing trees are located in the Community Garden right-of-way (ROW) and will be managed under this permit the same way as fruit trees on site properties.

Community Gardens staff will track the number of volunteers and hours (length of event) for large volunteer pruning events and report to Urban Forestry annually.

X Removing Street Trees

X Removing City Trees

X Removing Private Property Trees

Describe desired tree removal activities and conditions (e.g. mitigation, public notice procedures, etc.):

Community Garden staff are authorized to remove food bearing trees with a DBH smaller than 12". These trees shall be replaced one-for-one with another food bearing tree no later than the following planting season. Community gardeners must go through the project proposal process if they wish to remove a fruit tree on site properties and provide details on project outcomes and mitigation strategy.

Prior to the removal of all food bearing trees, the removal will be communicated through site signage indicating the nature and intent of the removal activities will be posted at the garden entrance during cutting operations. Community Garden staff shall provide an annual report for Urban Forestry staff showing trees removed by species and location.

X Planting Street Trees	X Planting City Trees	X Planting Private Trees for Mitigation
Describe desired tree planting activities and conditions (e.g. species selections, tree stock size, etc.):		
<p>Planting of fruit trees on Community Garden properties will be allowed after approval by Community Gardens staff through project proposal process. Planting considerations include: variety, NW/disease resistant varieties encouraged, how the selected tree fits with program goals, benefit to gardeners, community involvement in process, and ongoing maintenance plan. Fruit tree spacing guidelines will follow standards in Growing Tree Fruits and Nuts in the Home Orchard, EC 819, OSU 2009, http://ir.library.oregonstate.edu/xmlui/bitstream/handle/1957/13718/EC%20819.pdf</p> <p>Any fruit trees planted in the ROW must be approved by the Tree Inspector Liaison prior to planting.</p> <p>Community Gardens staff shall provide an annual report for Urban Forestry showing trees planted by species and location.</p>		
Other tree activities (e.g. root pruning, pesticide application, attaching items to trees, etc.)		
X Street Trees	X City Trees	X Private Property Trees
Describe the other desired tree activities and conditions:		
<p>Organic tree care practices are required and include bagging fruit, hanging traps, neem oil, and kaolin clay spray. Only products listed on the Organic Materials Review Institute (OMRI) product list can be used.</p> <p>Non food bearing trees within the Community Garden properties, or no longer managed for food production, and all trees larger than 12" DBH are excluded from this permit.</p> <p>All tree pruning, removal, and replacement on public property outside the limits of Community Garden properties (unless a food bearing tree in ROW) is excluded from this permit.</p> <p>Other types of tree cutting activities within Community Gardens such as removal of trees due to site construction, development or improvement are excluded from this permit. Such activities will require a separate permit and may trigger implementation of a specific mitigation strategy.</p>		

Section 8: APPLICATION FEE

All non-Parks-General-Funded agencies must submit a \$5,500 application fee with their completed Programmatic Permit Application.

- For City agencies, please provide a billing Cost Object Number:

- For non-City agencies, please submit the completed application and fee in **one** of the following ways:
 - by mail to PP&R Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201
 - Include a check or money order for \$5,500 made out to City of Portland
 - in person at the Development Services Center (DSC), 1900 SW 4th Ave. 1st Floor
 - Monday, Tuesday, Wednesday, and Friday from 8a.m.–3p.m.; Thursdays 8a.m.–noon
 - Pay with cash, check or credit or debit card (Note: there may be a wait time at the DSC)

Section 9: NOTICES

Statement of Fact: By signing or initialing, 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 have done my due diligence to determine that I am eligible for a Programmatic Permit, and I understand that the permit application fee is non-refundable.

Statement of Compliance with City Code: By signing or initialing, I agree to comply with City of Portland Title 11 Trees. I understand that submitting an application does not entitle me to a permit, and I must have the permit in hand 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. 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.

Applicant Name: _____ Applicant Signature: _____ Date: _____
Initials are acceptable if submitting electronically

Responsible Person Name: _____ Signature: _____ Date: _____
Initials are acceptable if submitting electronically