



## TREE PERMIT VIOLATION REVIEW APPLICATION

Case Number: \_\_\_\_\_ Notice Date: \_\_\_\_\_

**PROPERTY OWNER -or- RESPONSIBLE PARTY**

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

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

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

Site Address:  (Check if same as above) \_\_\_\_\_

I have received a Notice and am required to submit the following information in accordance with Portland City Code Chapter 11.70.

By signing below, I affirm I am the owner of the property, responsible party or an authorized representative.

Signature (**REQUIRED**) \_\_\_\_\_ Date: \_\_\_\_\_

As required in the Notice, I have included the following:

- Violation Review Fee of \$ \_\_\_\_\_
- Restoration Fee of \$ \_\_\_\_\_
- Civil Penalty of \$ \_\_\_\_\_
- Tree Planting/Mitigation Plan (see reverse)
- Treatment/Restructure Plan

**Please make checks out to: City of Portland**

When submitting materials please reference your case number and the site address. Submit materials in one of the following two ways:

- **By mail:** Portland Parks & Recreation Urban Forestry, 1900 SW 4<sup>th</sup> Ave. Suite 5000, Portland, OR 97201
- **In person:** Visit the Development Services Center at 1900 SW 4th Ave, Portland, OR 97201. For current operating hours visit [www.portlandoregon.gov/trees](http://www.portlandoregon.gov/trees) or call 503-823-7300.

**If the required actions above are not taken by the date specified in the Notice**, the City may assess monthly code enforcement fees per the current Urban Forestry Fee Schedule ([www.portlandoregon.gov/trees/article/497244](http://www.portlandoregon.gov/trees/article/497244)) and an additional 10% City Auditor charge. The fee will be imposed by the City until you correct the violation(s) and City staff re-inspects the property and verifies all required corrections have been made. If you do not correct the violation(s) by three (3) months from the initial Notice, the monthly code enforcement fee doubles until the condition is corrected, inspected, and approved by the City Forester.

# TREE PLANTING/MITIGATION PLAN

Case Number: \_\_\_\_\_

Planting Address: \_\_\_\_\_

## TREE PLAN – Refer to your Notice for the planting requirement

- A. Draw the property in the box provided below -OR- include a printed map of the property.
- B. Tree Plan must include the following:
  - Existing trees
  - Trees proposed for replanting
- C. Street names, property lines, building(s) outline, drive way, and/or any other pertinent information



## Please list number and species of trees to replant.

### Street Trees:

# Trees to Plant: \_\_\_\_\_ # Inches to Plant: \_\_\_\_\_

Species \_\_\_\_\_

Street Trees must be selected from the City's approved street tree planting lists

([www.portlandoregon.gov/trees/plantinglists](http://www.portlandoregon.gov/trees/plantinglists)).

### Private Property Trees:

# Trees to Plant: \_\_\_\_\_ # Inches to Plant: \_\_\_\_\_

Species \_\_\_\_\_

### Total:

# Trees to Plant: \_\_\_\_\_ # Inches to Plant: \_\_\_\_\_

Species and size of tree(s) at planting must conform with the tree planting size specifications of 11.60.020.B

([www.portlandoregon.gov/citycode/66011](http://www.portlandoregon.gov/citycode/66011)).