



STREET TREE HOLIDAY LIGHTING APPLICATION

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

Instructions

- This form is to request holiday lighting to be attached to street trees.
- Please fill in the requested information in the application below. List each address and the number of trees to be permitted at each address; or provide a supplemental page containing this information.
- Applicants must also submit a Letter of Guarantee for the potential loss or damage to City trees.
- Per Ordinance 181144, Ornamental Lighting Applications will be charged a fee based on the number of trees covered by the permit as shown below.

Number of Trees	Fee
1-10	\$35
11-50	\$45
51-100	\$75
101-200	\$100
201-500	\$175
500+	\$250

- Submit the completed application, Letter of Guarantee, and required fee in **one** of the following ways:
 1. In person at: Development Services Center, 1900 SW 4th Ave., 1st Floor, Portland OR 97201

-OR-

 2. Mail application and required fee to: Urban Forestry, 1900 SW 4th Ave., suite 5000, Portland OR 97201

Please make checks out to: City of Portland

APPLICANT INFORMATION
Applicant <input type="checkbox"/> property owner <input type="checkbox"/> contractor <input type="checkbox"/> property manager <input type="checkbox"/> other _____
Name _____
Organization _____
Mailing address _____
Email _____
Phone _____
Who will perform the work? <input type="checkbox"/> property owner <input type="checkbox"/> applicant <input type="checkbox"/> other _____

PERMIT INFORMATION
Total number of trees requested to be reviewed and permitted: _____
Describe what is to be attached to the tree(s): _____



Proposed date of installation: _____

Proposed date of removal: _____

TREE INFORMATION (Attach additional pages as needed)

Tree Location (address)	# of trees	Comments

NOTICES

Statement of Fact: 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 permit, regardless of how or when discovered.

Statement of Compliance with City Code: I agree to comply with City of Portland Code Ordinance 181144 and applicable requirements of 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. I understand that failure to obtain a permit or violating the terms of a permit may result in civil penalties of up to \$1,000 per violation per City Code Title 11. I agree to hold harmless the City of Portland, its agents, officers, and employees for any damage or injury caused by reason of affixing, maintaining, and operating items in street trees. The permit holder shall be solely liable for any damages caused by the installation, maintenance, and operation of items on permitted trees.

- I read and understood the Guidelines for Affixing Ornamental Lighting, as ordained by City Council (Ord. No. 181144)
- I have signed and enclosed a Letter of Guarantee.
- I have included the application fee based on number of trees affected.

Applicant Name: _____ Applicant Signature: _____ Date: _____

Please make checks out to: City of Portland

STAFF USE ONLY: Intake date: _____ ZONE: _____ IVR #: _____