

At a Glance: Removal & Replant Permit Application



Development
Hub PDX

Here are screenshots of each step as it will look in Development Hub PDX.

Step 1: Navigate to Development Hub PDX

<https://devhub.portlandoregon.gov/>



Welcome to the Public Beta for Development Hub PDX.

We are actively working to add features and improve the overall experience, however, you may encounter navigational or functional errors.

Things we are working on initially include:

- Navigational improvements
- Downloading and viewing attached files and images on permits
- Making search available after registering
- Help/FAQ content.

Please submit feedback [here](#).



Development
Hub PDX



Step 2: Log in with your PortlandOregon account

Sign-In

PortlandOregon.gov User Name

You can also use your registered e-mail address.

Password

Password is case sensitive. [Forgot](#) your user name or password?

Sign-In

New to PortlandOregon.gov?

If you want to sign in, you'll need to create an account and register first.

Creating an account is fast and secure. It will give you access to new areas of PortlandOregon.gov, such as subscriptions, event registration, and content catered to your interests.

Create a New Account

Step 3: Apply for a New Permit



Development Hub PDX



Permit Status

Shown below is a list of the permits that you have applied for using Permits Online. (Note: Permits applied for in the Development Services Center may also be listed here.) Using this screen, you can view a summary list of your permits, pay for your permit(s), and find links to more detailed information on your permits.

Viewing/Editing Permit Details: To get further details about a specific permit, click on the "Detail" button to the right of that permit.

To Schedule Inspections: To schedule inspections on a permit, click on the "Detail" button to the right of that permit. On the "Application Detail" page, select "Processes/Inspection" menu link to schedule your inspection.

[Apply for a New Permit](#)

Step 4: Select Urban Forestry

Select a type of Permit

[Trade Permits](#)

[Urban Forestry](#)

Step 5: Select Removal/Replant

Pick Type of Permit

[Street Tree Pruning](#)

[Root Pruning](#)

(Root pruning for City projects should be requested by using the online application found on the City Employees section of the Portland Trees website.)

[Removal/Replant](#)

Step 6: Select Tree Location

If applying for both Private and Street trees, please select Right-of-Way.

Pick Type of Work

Private
(Select for trees growing on private property. Select Right-of-Way when applying for both Private and Street Trees.)

Right-of-Way
(Select for Street Trees growing in the right-of-way adjacent to the property. Trees straddling the property line are Street Trees.)

Step 7: Enter Address

Search by Address

House Number	Direction	Street Name (Use numbers, 4th, not fourth)	Unit Number	Search
<input type="text"/>	<input type="text" value="↓"/>	<input type="text"/>	<input type="text"/>	

Search by Tax ID Number (your tax Rnumber)

Tax ID Number (For example: R232323)

Search

Step 8: Read the statement and check the Box

I am the property owner or authorized representative, am responsible for complying with the following statements.

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 certify that I have done my due diligence to determine that I do need to submit a tree removal application and understand that the application fee is non-refundable if in fact a permit is not required. I have marked the trees with ribbon for identification.

I agree to comply with the City of Portland Code Title 11 Trees regarding tree removal. I understand that submitting an application does not entitle me to a permit, and I must have physical possession of the permit 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 per tree per day in accordance with City Code Title 11; additional fines may also apply. 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.

If a removal permit is granted, I agree to meet all tree replanting requirements as outlined in the conditions of the permit. I understand that replanting is a condition of a tree removal permit and that the City Forester may require greater than one tree to be planted for each tree removed. I understand that I am responsible for the successful establishment of the replanted trees.

The property owner or authorized representative hereby give permission to the City of Portland and its agents, officers, and employees to enter the property for the purpose of tree inspection prior to permit issuance and for replanting compliance inspection after the permit is issued.

If the trunk of the tree(s) straddles the property line, all owners must sign the removal application. The neighboring property owner must consent to the tree(s) removal.

Step 9: Enter Permit Info

No information is needed under "Sidewalk Permit #"

Permits Info

UF01-Intake

# Trees (required)	Reported By: (required)
<input type="text"/>	<input type="text" value="v"/>
Sidewalk Permit #	Heritage Tree?
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

Step 10: Download the Application

Click the link to download a fillable PDF.

[Tree Removal & Replanting Permit Application \(Editable PDF\)](#)

The Tree Removal & Replanting Permit Application must be completed and uploaded for this application to be processed.

A missing or incomplete application will result in processing delays.

Site plans can be uploaded separately. Screenshots from Portland Maps can be used as a good starting point: www.portlandmaps.com

Step 11: Complete the Application

The application can be completed as a Fillable PDF or printed and completed by hand.

TREE REMOVAL & REPLANTING PERMIT APPLICATION

Apply online at: <https://devhub.portlandoregon.gov/>

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

For application instructions visit: <http://www.portlandoregon.gov/trees/article/621451>.

Incomplete applications will not be processed and will cause delays.

**INCLUDE A \$100 APPLICATION FEE PAYABLE TO "CITY OF PORTLAND" or [apply & pay online](#).
THE \$100 FEE IS NON-REFUNDABLE.**

PROPERTY OWNER/AUTHORIZED REPRESENTATIVE (e.g. Property Mgmt. Co., HOA Assoc., Landscape Supervisor, etc)	
Property Owner (required)	<input type="text"/>
Mailing Address	<input type="text"/>
Phone	Email <input type="text"/>
Authorized Representative	
Mailing Address	<input type="text"/>
Phone	Email <input type="text"/>

APPLICANT INFORMATION	
Applicant <input type="checkbox"/>	(skip this section <u>only</u> if the applicant is the property owner.)
<input type="checkbox"/> contractor / arborist	<input type="checkbox"/> property manager <input type="checkbox"/> other <input type="text"/>
Name <input type="text"/>	Company <input type="text"/>

Step 12: Upload the Application

Upload the application and any additional information such as tree plan or tree measurement pictures.

Support Documents						
File Name	Attachment Type	Description	Date	Download	Delete	
Site Map.PNG	DevHub - Attachment	Tree Plan	2019-06-24	Download	Delete	
Tree Permit Application.pdf	DevHub - Attachment	Application	2019-06-24	Download	Delete	

Upload New Document

Attachment Type: Description:

Detail:

File: [Browse...](#)

Disclaimer:

[Add Attachment](#)

Step 13: Pay the Application Fee

This will take you to a separate website to process the payment.

Fees Due					
<input type="checkbox"/>	IVR#	Bill Number	Fees Detail	Total Due	
<input type="checkbox"/>	4158484	4256769	PK Tree Removal Application Fee	\$100.00	\$100.00

[Pay selected fees](#)

Done: Success!

You have applied for a Removal & Replanting Permit! The application has been entered directly into our permitting database there is no need to come to the DSC or wait for mail delivery.

Payment Receipt

Name: John Doe

Email Address: John.Doe@portlandoregon.gov

Date: 6/24/2019 08:06:29 AM PDT

Payment Amount: \$100.00

Permits

Permit Number	IVR Number	Payment Number	Description	Address
19 101766 000 00 UF	4158484	2079231	Private property tree removal permit	1900 SW 4TH AVE UNIT 1, PORTLAND

[Bureau of Development Services Refund Information](#)

Apply for Another Permit

Print Receipt

Finish