



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

Sustaining a healthy park and recreation system to make Portland a great place to live, work and play.



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.

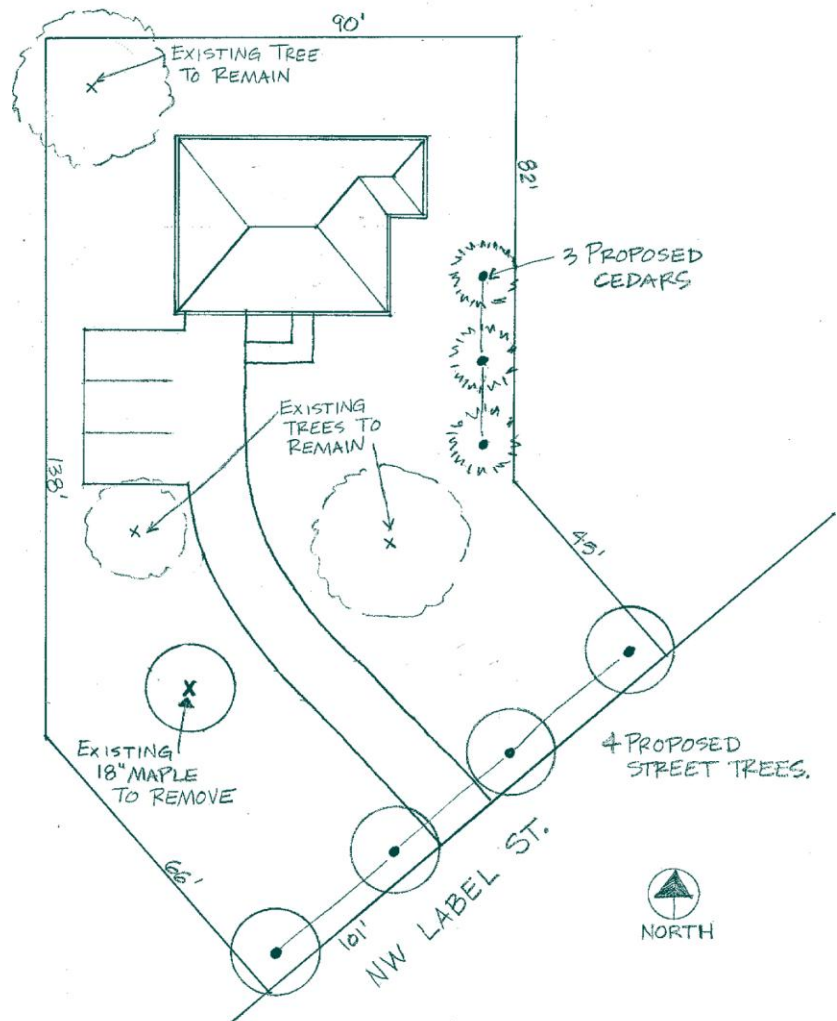
Site plans must show the location of the tree(s) to be removed in relation to other trees, buildings, and lot lines. Site plans must also show the location and species of proposed replacement trees.

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 an 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.



TREE REMOVAL & REPLANTING PERMIT APPLICATION

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

All information is required. Fill out the application completely and legibly. Include \$35 fee with application.

APPLICANT INFORMATION – Property Owner signature is required on page 4

Property Owner Name _____

Mailing Address _____

Phone _____ Email _____

Applicant Check here if same as Property Owner (if same, skip this section)

contractor / arborist property manager other _____

Name _____ Company _____

Mailing Address _____

Phone _____ Email _____

How would you like the permit decision sent? emailed to applicant mailed to applicant

PERMIT TYPE – Check one:

This is a standard Tree Removal & Replanting Permit Application.

The tree was an immediate hazard/danger to people or property and had to be removed. I am submitting this application as an emergency tree removal application in order to receive a retroactive Tree Removal & Replanting Permit. I have included photographic evidence of the hazard.

- To determine whether a tree qualifies for emergency removal, call 503-823-TREE (8733) or visit www.portlandoregon.gov/trees/emergencies. The property owner may be found in violation of Title 11 if it is determined that regulated trees were removed without a permit and it was not an emergency.

I am required to submit this application as part of a Tree Permit Violation Review. Enclosed is a fee of \$250.

TREE INFORMATION - Mark the trees with yellow ribbon for identification

Address of the tree(s): _____

Total number of trees requested for removal: _____

PHOTOS

Attach photographs of each tree to convey:

- Tree circumference at 4.5 feet**—A photo with a measuring tape wrapped around the tree trunk at 4.5 feet above the ground
- 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
- 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

Attaching these photos will ensure you receive your private tree removal permit promptly.

Staff Use Only

IVR #:

If you wish to remove more than 3 trees, either attach additional pages of tree information or download and fill out the Tree Removal & Replanting Application Supplemental Page, available at www.portlandoregon.gov/trees/removalpermits.

TREE INFO cont. - Complete one section for each tree proposed for removal. Attach additional pages as needed.

Tree 1 Species: _____

Tree trunk **diameter** at 4.5 feet above the ground: _____ inches (diameter = circumference ÷ 3.14)

Location (check one): right-of-way private property parking lot
 other (describe) _____

Is the tree trunk within 10' of a building or attached structure? no yes (describe) _____

Is the tree required to be preserved as part of a past land use review or other permit? no I don't know
 yes (describe) _____

Reason for removal: dead dying dangerous other: _____

Comments: _____

Tree 2 Species: _____

Tree trunk **diameter** at 4.5 feet above the ground: _____ inches (diameter = circumference ÷ 3.14)

Location (check one): right-of-way private property parking lot
 other (describe) _____

Is the tree trunk within 10' of a building or attached structure? no yes (describe) _____

Is the tree required to be preserved as part of a past land use review or other permit? no I don't know
 yes (describe) _____

Reason for removal: dead dying dangerous other: _____

Comments: _____

Tree 3 Species: _____

Tree trunk **diameter** at 4.5 feet above the ground: _____ inches (diameter = circumference ÷ 3.14)

Location (check one): right-of-way private property parking lot
 other (describe) _____

Is the tree trunk within 10' of a building or attached structure? no yes (describe) _____

Is the tree required to be preserved as part of a past land use review or other permit? no I don't know
 yes (describe) _____

Reason for removal: dead dying dangerous other: _____

Comments: _____

SITE PLAN & MITIGATION PLAN

Draw your site plan / mitigation plan in the space below, or attach a separate page printed from www.portlandmaps.com. See the instructions for an example site plan. You must include:

- **Location of trees proposed for removal, with tree diameter and species labeled**
- **Proposed location of replacement trees, with species labeled *permit will be delayed if information not provided***
- Building, driveway, and lot outlines
- Street names
- North arrow

MITIGATION PLAN / TREE REPLACEMENT

Each tree removed must be replaced with one tree. Replacement tree species and location must be shown on the plan in order for the application to be accepted.

Trees should be replanted in the right-of-way first if there is room; if not room, replanting may occur on private property. If greater than tree-for-tree replacement is required, you will be notified.

of **street trees** to be replanted: _____ Species: _____

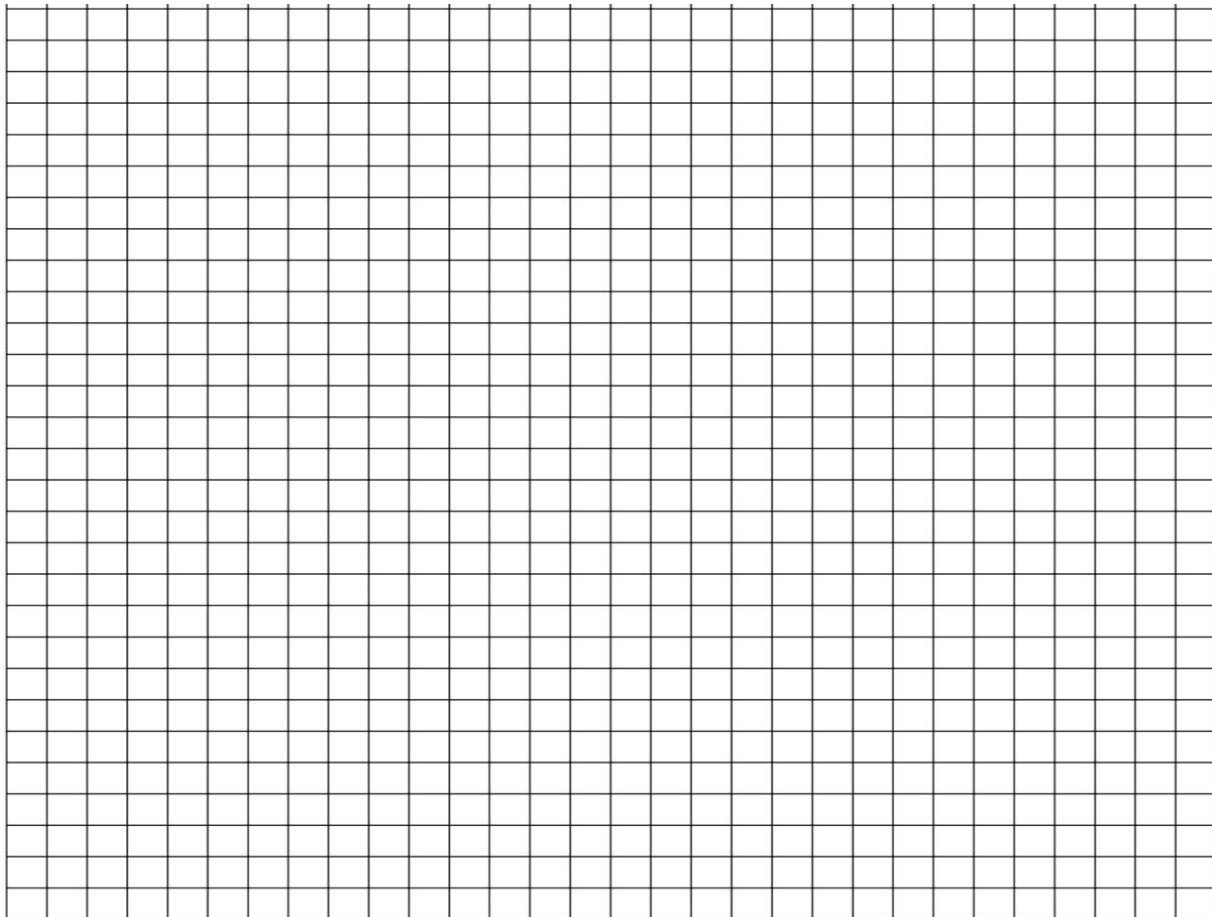
Street tree planting requires an inspection. Species must be selected from the City's approved street tree planting lists (www.portlandoregon.gov/trees/plantinglists).

of **private property trees** to be replanted: _____ Species: _____

Species selected must reach at least 15 feet in height at maturity in order to be considered a valid replacement tree.

Applicant requests a waiver from mitigation requirements (*Waivers will only be granted when on-site and right of way tree density standards are met in accordance with 11.40.060.C.1 and the tree was not required under any other city code provision. Waiver requests must also include species and location of all existing on-site and right of way trees on site plan below.*)

Site Plan / Mitigation Plan



PLAN DISTRICTS AND OVERLAY ZONES

If the tree is located in a regulated plan district or overlay zone, a signed arborist form may be required before a Tree Removal & Replanting Permit can be issued. To determine if the property is located in a regulated plan district or overlay zone, call 503-823-TREE (8733) or visit www.portlandmaps.com (overlay zones and plan districts are listed under the zoning section of the maps page). The Supplemental Arborist Form is at www.portlandoregon.gov/trees/arboristform.

What plan district is the tree located in? Check one.

- I don't know.
- None. No arborist form required if also not in a regulated overlay zone.
- Johnson Creek Basin Plan District. Arborist form may be required for privately owned trees.
- Rocky Butte Plan District. Arborist form may be required for privately owned trees.
- South Auditorium Plan District. Arborist form may be required for privately owned trees.
- Other: _____ No arborist form required if also not in a regulated overlay zone.

What overlay zone(s) is the tree located in? Check all that apply.

- I don't know.
- None. No arborist form required if also not in a regulated plan district.
- "c" or "p": Environmental. Arborist form may be required for privately owned trees.
- "n" "q" "g" "i" or "r": Greenway. Arborist form may be required for privately owned trees.
- "v": Pleasant Valley Natural Resources. Arborist form may be required for privately owned trees.
- "s": Scenic Corridor. Arborist form may be required for privately owned trees.
- MCDD. Multnomah County Drainage District. www.mcdd.org/your-drainage-district
- Other: _____ No arborist form required if also not in a regulated plan district.

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. 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 yellow ribbon for identification.

Statement of Authorization: I certify that I am authorized to submit this application as the property owner or applicant (if different than the property owner). Note: If the trunk straddles property lines, all owners must sign the removal application.

Statement of Compliance with City Code: I agree to comply with 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 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 per violation 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.

Statement of Intent to Replant and Establish 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 to one replacement. I understand that I am responsible for the successful establishment of the replanted trees.

Permission to Enter Private Property: The above named property owner hereby gives 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.

Property Owner Name: _____ Property Owner Signature: _____ Date: _____

If applicable, Neighboring Owner Name: _____ Signature: _____ Date: _____

Applicant Name: _____ Applicant Signature: _____ Date: _____

Submit applications in person at: Development Services Center, 1900 SW 4th Ave. 1st Floor, Portland, OR 97201.
Mail application and fee to: PP&R Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201. **Address checks to City of Portland.** To check the status of your application, visit www.portlandoregon.gov/trees/permitstatus.