



## **TREE REMOVAL & REPLANTING PERMIT APPLICATION INSTRUCTIONS**

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

### **Instructions**

- 1) Fill out one application per property. Include both street trees and private property trees proposed for removal.
- 2) All information is required for the application to be deemed complete and processed. Incomplete applications are subject to delays.
- 3) Submit the completed application and fee in **one** of the following ways:
  - on-line at <https://devhub.portlandoregon.gov> (preferred)
  - by mail to:  
Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201
  - in-person at the Development Services Center (DSC), 1900 SW 4<sup>th</sup> Ave. 1<sup>st</sup> Floor
    - Call 503-823-TREE (8733) or visit [www.portlandoregon.gov/trees](http://www.portlandoregon.gov/trees) for current hours
    - Pay with cash, check or credit/debit card (\*there may be a wait time at the DSC)
- 4) After application submission, identify the tree(s) proposed for removal with a ribbon around the trunk at 4.5 feet above the ground.

### **Application Fees**

- A non-refundable application fee must be included with each application.
  - Checks and money orders should be payable to "City of Portland"
  - Pay online at <https://devhub.portlandoregon.gov> (**preferred**)
- Property owners with low incomes may qualify for an application fee waiver.
  - For more information, call (503) 823-TREE or visit [Urban Forestry Financial Assistance \(https://www.portlandoregon.gov/trees/article/758579\)](http://www.portlandoregon.gov/trees/article/758579).

### **Number of Trees**

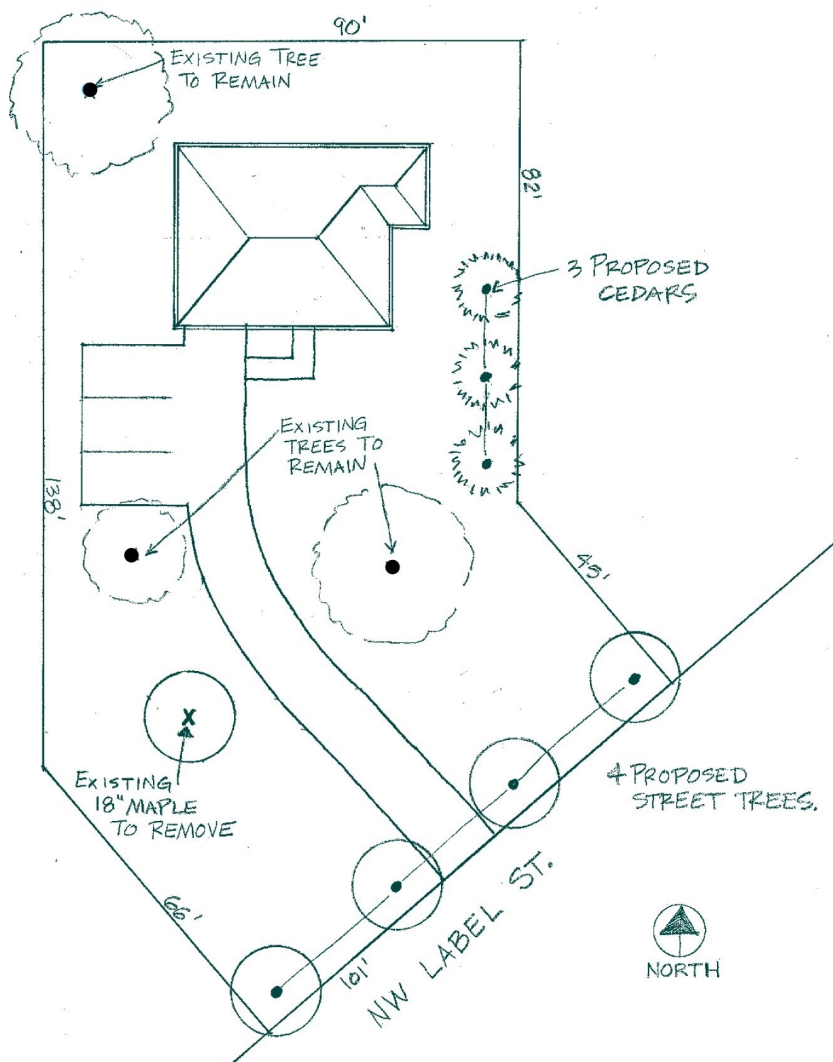
- Applications for up to 3 trees must be submitted on the [Tree Removal & Replanting Permit Application](#).
- Applications for more than 3 trees must include a [Supplemental Page](#) in addition to the [Tree Removal & Replanting Permit Application](#) and be accompanied with an additional fee per tree.



## Tree Plan

- Each Tree Removal & Replanting Permit Application must include a tree plan. A template is provided in the application for your convenience.
  - Tree plans can be sketches drawn to scale or,
  - a marked-up aerial photo of the property from [www.portlandmaps.com](http://www.portlandmaps.com).
- Tree plans must show:
  - The location and species of existing street trees
  - The location and species of existing private trees
  - The location and species of the tree(s) proposed for removal. Mark these trees with an 'X'
  - The proposed location and species of replacement trees\*
  - The street names, property lines, building(s) outline, driveway, and any other information needed to describe the site conditions and layout

\* Trees approved for removal will require at least one tree to be replanted per tree removed unless a Replanting Waiver is submitted and is approved.



## Tree photos

- Photos must be submitted to expedite permit issuance for private trees only, if qualified.
- Photos must be printed and provided with the application submission or uploaded through the [online DevHub portal](#); staff will not accept emailed photos.
- Photos that do not clearly show the tree's circumference, and/or distance from the nearest building or attached structure will be sent to inspection and permit issuance will not be expedited.

**\*Street tree removal applications and applications including a replanting waiver submittal will always require an on-site inspection!** Photos are not necessary for street trees.

Please submit photos of each tree as follows:

- **Tree circumference at 4.5 feet** - A photo with a measuring tape wrapped around the full width of the trunk at 4.5 feet above the ground. Note that you will need to convert this measurement to diameter.  
Diameter = circumference ÷ 3.14



**Image 1. Tree circumference at 4.5 feet**

- **Tree Trunk Measurement** - A close-up photo showing the numeric reading on the measuring tape.



**Image 2. Tree Trunk Measurement**

- **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



**Image 3. Distance from building to private tree**

- **Close-up** – Please include a close-up image of the numeric reading on the measuring tape.



**Image 4. Close-up of measurement**

## Replanting Waivers

- To apply for an optional Replanting Waiver submit a [Replanting Waiver Application](https://www.portlandoregon.gov/trees/article/735225) (<https://www.portlandoregon.gov/trees/article/735225>) and the required fee along with your Tree Removal & Replanting Permit Application.
- Replanting requirements may be waived if the density standards for the property and the adjacent right-of-way are met and the tree is not required under any other City code provision.
  - Street tree density ([11.50.060.C](#)) is one tree per 25 linear feet of street frontage.
  - On-site density ([11.50.050.D](#)) is based on the type of development and the percent of the site covered by canopy as follows:

Development Type	Canopy Cover Required
One and Two Family Residential	40%
Multi Dwelling Residential	20%
Commercial/Office/Retail/Mixed Use	15%
Industrial	10%
Institutional	25%
Other	25%

- The Replanting Waiver Application requires documentation of tree species and locations and must correspond with the tree plan submitted with the Tree Removal & Replanting Permit Application.
- Existing trees must meet the minimum tree planting size standard as follows:
  - Coniferous trees: Conifer trees shall meet a minimum of 5 feet in height at the time of planting.
  - Broadleaf trees:

Development Type	Tree Size (Caliper)	
	On Site	Street
One and Two Family Residential	1.5"	1.5"
Multi Dwelling Residential	1.5"	2"
All others	1.5"	2.5"

- Urban Forestry staff will perform an on-site density inspection to verify species and assign each tree a canopy size category based on the size of the tree at maturity.
  - Using these canopy size categories, Urban Forestry will determine if the density standards have been met and the property qualifies for a replanting waiver.

On-site inspections are required to process Replanting Waiver Applications. The Replanting Waiver Application fee is non-refundable regardless of the outcome.

## Replanting on a Different Property



The City encourages replacement trees to be planted on the property from where a tree was permitted to be removed. To allow the greatest number of tree planting options, you may plant trees at properties elsewhere within Portland city limits. For example, this may be at a neighbor's property, relative, or at another property you own.

**If you own the property:**

- Clearly label the property in your tree plan using its street address

**If you do not own the property:**

- Submit a [Neighbor Planting Consent Form](https://www.portlandoregon.gov/trees/article/514871) (<https://www.portlandoregon.gov/trees/article/514871>)
- Instructions are detailed in the form

**Payment in Lieu of Planting**

- Paying a fee instead of planting a replacement tree is generally not allowed by City Code. The tree inspector assigned to your case will let you know if this is an option available for your specific circumstance.

**Emergency Tree Removals**

- Street Trees:
  - Call Urban Forestry at 503-823-TREE (8733). Emergency dispatchers are available 24/7.
  - Urban Forestry staff will be dispatched to the site right away to remove the hazard and issue an emergency permit for the pruning or removal of the hazard tree.
- Private trees:
  - If a tree is an immediate hazard the tree may be removed, or the hazardous portion pruned, before obtaining a permit in order to eliminate a clear and present danger to structures or people. This provision exists to protect human life and property from imminent tree failures where there is not enough time to obtain a tree permit through the standard process.
  - Anyone who removes a [regulated tree](#) on an emergency basis is required to apply for a retroactive [Tree Removal and Replanting Permit](#) within 7 days of removing the tree.
    - The application fee is required.
    - Photographs or other documentation (such as a written report by a [certified, practicing arborist](#)) must be included in the application packet to prove that an emergency existed.
  - If the Tree Inspector confirms, given the documentation, that an emergency did exist for the tree in question, a retroactive Tree Removal and Replanting Permit will be issued.
  - If the Tree Inspector confirms an emergency did not exist and there was sufficient time to obtain the permit, the removal will be considered a violation of Title 11 Chapter 11.70 and the property owner will be required to [correct the tree code violation](#).



## OVERVIEW OF TREE REMOVAL PERMITTING 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 applicable application fee(s).
3. Mark the tree(s) proposed for removal with ribbon at 4.5 feet from the ground for identification.
4. Urban Forestry staff may be able to issue a removal permit without an on-site inspection for private property trees under certain conditions. Applications submitted with Replanting Waivers requests will always require an on-site inspection.
5. For street trees and private property trees that require an on-site inspection, an Urban Forestry Tree Inspector will conduct a site visit to review the application request.
  - To check the status of a permit application, visit <https://www.portlandmaps.com/> or <https://devhub.portlandoregon.gov>
6. After inspecting the site, the Tree Inspector will issue a determination.
7. 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 Commission Appeals Board.
  - If there are no appeals, the Tree Inspector will issue the Tree Removal & Replanting Permit after the 2-week public notice period has expired.
8. The applicant can appeal denial determinations to the Urban Forestry Commission Appeals Board. Appeals Board decisions are final. Visit [www.portlandoregon.gov/trees/appeals](http://www.portlandoregon.gov/trees/appeals) for more information.
9. Upon receiving a Tree Removal & Replanting Permit, the applicant has 90 days prior to permit expiration.
  - In some cases, planting may be deferred until the following planting season.
10. **Permit holders must call the Oregon Utility Locate Hotline (dial 811)** before conducting any ground-disturbing activities, such as tree stump grinding or tree planting.







## TREE REMOVAL & REPLANTING PERMIT APPLICATION

Incomplete applications will result in delays.

**For Application Instructions, visit:** [portlandoregon.gov/trees/article/621451](http://portlandoregon.gov/trees/article/621451)

**For Questions:** call (503) 823-TREE (8733), or email [trees@portlandoregon.gov](mailto:trees@portlandoregon.gov).

### TREE INFORMATION

Address of the tree(s): \_\_\_\_\_

**Trees requested for Removal:** # of Private tree(s): \_\_\_\_\_ # of Street tree(s): \_\_\_\_\_

### NON-REFUNDABLE APPLICATION FEES

**Payable to "City of Portland"**

**Base fee of \$100 for up to 3 trees. An additional fee of \$25 per tree is required for each additional tree.**

**Applying to remove more than 3 trees?** Complete the [Tree Removal & Replanting Application Supplemental Page](http://www.portlandoregon.gov/trees/article/513082). (<https://www.portlandoregon.gov/trees/article/513082>)

Property owners living on low incomes may qualify for a fee waiver. For more information, visit [Urban Forestry Financial Assistance](http://www.portlandoregon.gov/trees/article/758579) (<https://www.portlandoregon.gov/trees/article/758579>).

### APPLICANT INFORMATION

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

Relationship to Property: \_\_\_\_\_

☐ Property Owner ☐ Contractor / ☐ Property Manager ☐ Other \_\_\_\_\_

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

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

**If Applicant is not the Property Owner:**

Property Owner Name: \_\_\_\_\_

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

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

### ☐ RETROACTIVE TREE REMOVAL PERMIT APPLICATION

The tree(s) and/or portion of tree(s) have been removed because **the actively failing condition** or location of the tree(s) and/or portion of tree(s) presented such a **clear and present immediate danger** to people or structures that there was insufficient time to obtain a tree permit. As required by [City Code 11.40.020.D](#) I am submitting this application **within 7 days of the work** in order to receive a retroactive Tree Permit. This application **includes photographs** or other documentation to prove an emergency existed.

**NOTE:** The property owner or authorized representative and/or tree care provider may be found in violation of City Code if it is determined that regulated trees and/or portions of trees were removed without a permit and the owner/applicant is unable to demonstrate the emergency.

**\*\*\*STAFF USE ONLY\*\*\***

**IVR:**

**ZONE:**

**DATE RECEIVED:**





**TREE 1**

Species: \_\_\_\_\_

Tree trunk diameter: \_\_\_\_\_ inches (diameter = circumference ÷ 3.14)

Location: ☐ right-of-way ☐ parking lot ☐ private property ☐ other \_\_\_\_\_Reason for removal: ☐ dead ☐ dying ☐ dangerous ☐ within 10' of building ☐ other: \_\_\_\_\_**Photographs Included (optional - see instructions [portlandoregon.gov/trees/article/621451](http://portlandoregon.gov/trees/article/621451)):**

- ☐ Tree trunk diameter at 4.5 ft above ground surface showing full width of the trunk
- ☐ Tree trunk diameter - numeric reading on measuring tape
- ☐ Distance between structure and tree, with both ends of measuring tape visible
- ☐ Distance measurement - close-up image of numeric reading on the measuring tape
- ☐ Additional photos showing full image of the tree (for species identification)

**TREE 2**

Species: \_\_\_\_\_

Tree trunk diameter: \_\_\_\_\_ inches (diameter = circumference ÷ 3.14)

Location: ☐ right-of-way ☐ parking lot ☐ private property ☐ other \_\_\_\_\_Reason for removal: ☐ dead ☐ dying ☐ dangerous ☐ within 10' of building ☐ other: \_\_\_\_\_**Photographs Included (optional - see instructions [portlandoregon.gov/trees/article/621451](http://portlandoregon.gov/trees/article/621451)):**

- ☐ Tree trunk diameter at 4.5 ft above ground surface showing full width of the trunk
- ☐ Tree trunk diameter - numeric reading on measuring tape
- ☐ Distance between structure and tree, with both ends of measuring tape visible
- ☐ Distance measurement - close-up image of numeric reading on the measuring tape
- ☐ Additional photos showing full image of the tree (for species identification)

**TREE 3**

Species: \_\_\_\_\_

Tree trunk diameter: \_\_\_\_\_ inches (diameter = circumference ÷ 3.14)

Location: ☐ right-of-way ☐ parking lot ☐ private property ☐ other \_\_\_\_\_Reason for removal: ☐ dead ☐ dying ☐ dangerous ☐ within 10' of building ☐ other: \_\_\_\_\_**Photographs Included (optional - see instructions [portlandoregon.gov/trees/article/621451](http://portlandoregon.gov/trees/article/621451)):**

- ☐ Tree trunk diameter at 4.5 ft above ground surface showing full width of the trunk
- ☐ Tree trunk diameter - numeric reading on measuring tape
- ☐ Distance between structure and tree, with both ends of measuring tape visible
- ☐ Distance measurement - close-up image of numeric reading on the measuring tape
- ☐ Additional photos showing full image of the tree (for species identification)



## REPLANTING PROPOSAL

Trees approved for removal will require at least one tree to be replanted per tree removed unless a Replanting Waiver application is submitted and is approved.

**To request a Replanting Waiver:** Complete a [Replanting Waiver Application](#) and submit it with this Application. Waivers will only be granted when on-site and right-of-way tree density standards are met, and the tree(s) were not required under any other city code provision.

Trees to be Planted:

**# of Private tree(s):** \_\_\_\_\_ **Species:** \_\_\_\_\_

- Species must reach a minimum mature height of 16 ft.
- Trees must be single stemmed and be 1.5" caliper (broadleaf) or 5' tall (conifer) at the time of planting.

**# of Street tree(s):** \_\_\_\_\_ **Species:** \_\_\_\_\_

- Must be selected from the City's approved street tree planting lists (<https://www.portlandoregon.gov/trees/66682>).
- Street trees cannot be planted in planting strips less than 3-feet wide.

## TREE PLAN

Draw a map of the property in the box provided below **-OR-** include a printed map with the following information.

**TREE PLAN must include all of the following information, or the application will be deemed incomplete:**

- ☐ Existing street trees
- ☐ Existing private property trees
- ☐ Trees proposed for removal - Mark with an 'X'
- ☐ Trees proposed for replanting
- ☐ Street names, property lines, building(s) outline, driveway, and/or any other pertinent information



## Acknowledgement Statement

I, \_\_\_\_\_, 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 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 by signing below.

By signing below, I hereby acknowledge I understand and will comply with the statements above and that I am the owner of the property or an authorized representative.

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

*If applicable*, Neighboring Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Tree removal can impact wildlife. Many animals are protected under laws such as the [Migratory Bird Treaty Act](#) ([www.fws.gov](http://www.fws.gov)). It is your responsibility to understand and comply with all applicable city, state and federal laws and regulations.

