



TREE REMOVAL & REPLANTING PERMIT APPLICATION INSTRUCTIONS

NOTE: These instructions apply only to paper applications.

To apply online, visit <https://devhub.portlandoregon.gov>

How to Apply:

Get a paper application:

- **Download:** <http://portland.gov/trees/removal-replanting-permit-app>
- **Email:** trees@portlandoregon.gov
- **Phone:** Call 503-823-8733 and press 3 for assistance

Application information:

- Fill out the Tree Removal & Replanting Permit Application
 - <http://portland.gov/trees/removal-replanting-permit-app>

Submit your paper application in one of the following ways:

- **Mail:** Send your completed application to Portland Parks and Recreation Urban Forestry at 1900 SW 4th Avenue, Suite 5000, Portland, OR 97201.
- **In Person:** Drop off your application at the Permit Center, 1900 SW 4th Avenue, 1st Floor.
 - Please call ahead or check <https://www.portland.gov/service-locations/development-services-center> for service hours.
- **To check the status of a permit application, visit** <https://portland.gov/trees/check-permit-status>

Need assistance?

- Email trees@portlandoregon.gov,
- Call 503-823-TREE (8733) or
- Schedule an in-person appointment at <https://portland.gov/trees/15-min-appts>

After a permit has been issued:

- **The permit expires after 365 days (1 year).** The removal and replanting of tree(s) should be completed before the expiration date.
- **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.

Filling Out the Application

Applicant and Property Owner Information

You must include current property owner information even if you are not the owner. You can check property ownership on www.portlandmaps.com.



APPLICANT INFORMATION	
Name: (APPLICANT NAME)	Company Name: (BUSINESS NAME)
Relationship to Property: <input type="checkbox"/> Property Owner <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Property Manager <input type="checkbox"/> Other	
Mailing Address: 234 SE AVENUE ST	
Phone: 123-456-7890	Email: EMAIL@EMAIL.COM
If Applicant is not the Property Owner:	
Property Owner Name: (OWNER NAME)	Mailing Address: 5678 NE STREET AVE
Phone: 012-345-6789	Email: OWNER@EMAIL.COM

Onsite Inspection Contact

The named contact is for any issues related to accessing the property, locating trees or follow up questions. You do not have to be present during the inspection.

ONSITE INSPECTION CONTACT (If different from Applicant)	
Name: (ONSITE CONTACT NAME)	Phone: 111-111-1111

Emergency Tree Removals

If you are applying for an emergency tree removal permit, please check the box under “Emergency Tree Permit Application”:

EMERGENCY TREE PERMIT APPLICATION
<input checked="" type="checkbox"/> Check box if applicable
Per 11.40.020.D (https://www.portlandoregon.gov/citycode/article/636252) the tree(s) or portion of the tree(s) have been removed because the actively failing condition or location of the tree(s) 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. 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.

For more information about emergency tree removals: <https://portland.gov/trees/emergency-tree-removals>

Tree Removal Information

Include both street trees and private property trees proposed for removal on the same application. **Tree(s) proposed for removal must be marked for locating, (e.g., colored ribbon). Do not nail or spray paint tree(s).**

If the tree is on private property, please note the following:

- **The general location:** Front Yard, Back Yard, Side Yard
- **The species of the tree:** List what kind of tree(s), for example “dogwood tree” or “maple tree”. If you are unsure you can put “unsure” or do your best to describe what the tree(s) look like.
- **The diameter of the trunk:** Measure from 4.5 feet up from where the trunk meets the ground. If you are unable to measure the diameter you can leave this blank, and an inspector will verify during the field inspection. **See the below image and the application for how to calculate the diameter.** *Note: the circumference is the distance around the trunk of the tree.*



TREE REMOVAL	
1. Site Address (if different from mailing address)	5678 NE STREET AVE
2. Marking/Flagging	Tree(s) proposed for removal must be marked for locating, (e.g., colored ribbon). Do not nail or spray paint tree(s). How will the tree(s) be identified? <u>Yellow Ribbon tied around tree trunk</u>
3. Tree Information	
a) TREE 1	1. Tree is: <input type="checkbox"/> In the Right-of-Way <input checked="" type="checkbox"/> On Private Property 2. Tree Species: <u>Tree of Heaven</u> 3. If Tree is on Private Property: a. Tree is in: <input checked="" type="checkbox"/> Front Yard <input type="checkbox"/> Back Yard <input type="checkbox"/> Side Yard b. <input type="checkbox"/> Tree is within 10 feet of a building c. Tree trunk diameter: <u>20</u> inches (diameter = circumference ÷ 3.14)

If you have more than 3 trees to remove, you must include the [Supplemental Page](https://portland.gov/trees/removal-replanting-permit-app-supplemental) (<https://portland.gov/trees/removal-replanting-permit-app-supplemental>) with this application.

Required Tree Replanting

Each tree approved for removal must be replaced. Species must:

- reach a minimum height of 16 feet at maturity,
- be single stemmed,
- **and** be 1.5 inches caliper, measured at 6 inches above the ground surface (broadleaf), or 5 feet tall (conifer) at the time of planting.

TREE REPLANTING	
1. Location (check all that apply)	a. Tree(s) will be replanted: <input checked="" type="checkbox"/> In the Right-of-Way <input checked="" type="checkbox"/> On Private Property b. If on Private Property, replanting will be in: <input checked="" type="checkbox"/> Front Yard <input type="checkbox"/> Back Yard <input type="checkbox"/> Side Yard
2. Tree Replacement(s)	Species must reach a minimum mature height of 16 feet, be single-stemmed, and be 1.5 inches caliper (broadleaf) or 5 feet tall (conifer) at the time of planting.
a) Private Property Trees	# of Private Trees <u>1</u> Species <u>Ponderosa pine</u>
b) Right-of-Way (Street) Trees	# of Right-of-Way (Street) Trees <u>1</u> Species <u>Cascara</u>
	• Species must appear on the City's approved list at https://www.portlandoregon.gov/trees/66682 .

Replanting Waiver

Replanting requirements may be waived if tree density standards are met. More information can be found here: <https://www.portland.gov/trees/replanting-waiver-instructions>

Acknowledgement Statement and Signature

Make sure to print the name of the applicant or property owner and sign below. If the tree straddles two properties, the signature of both property owners is required.



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):	<i>Property owner</i>	Date:	mm/dd/yyyy
Adjacent Property Owner Signature: (If tree straddles property line(s))		Date:	

Optional Information

The following information can be submitted with the application but is not required.

Site Map

- Site maps can be drawn on an aerial base map of the property or can be marked up on a computer (see below for example using a base map from: www.portlandmaps.com)
- Site maps should show:
 - The street names, property lines, building(s) outline, driveway, and any other information needed to describe the site conditions and layout
 - 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. Mark these with a circle 'O'. If the replanting location is the same as the removal, it is fine to just make a note of that on the plan.
 - The location and species (if known) of existing street trees
 - The location and species (if known) of existing private trees



Tree photos

Photos that do not clearly show the tree's circumference, and/or distance from the nearest building or attached structure will not be eligible for a same-day permit.

For more information on same day permits please visit City website: <https://portland.gov/trees/same-day-private-tree-removal-permit>



Image 1. Tree circumference at 4.5 feet



Image 2. Tree Trunk Measurement

Image 1. 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 2. Tree Trunk Measurement – A close-up photo showing the numeric reading on the measuring tape.



Image 3. Distance from building to private tree



Image 4. Close-up of measurement

Image 3. 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 measuring tape from the foundation of the building or attached structure to the base of the tree trunk.

Image 4. Close-up – Please include a close-up image of the numeric reading on the measuring tape.

