



Tree Removal Neighborhood Notice Certification Form

Trees 36 inches or greater in diameter proposed for removal as allowed by 11.50.040.C.1.b. requires the property owner or the property owner's representative to post a notice on the site and to send a notice to the recognized Neighborhood Association and District Coalition in which the site is located. Mitigation in the form of payment to the Tree Planting and Preservation Fund is required for each required tree that is removed. The notices do not provide for public comment on the proposal or for appeal of the proposal but are required as a courtesy to potentially interested parties.

1 Notice Posted on Site

To assist applicants in meeting this requirement, Portland Permitting & Development has created a posting notice available on its website at <https://www.portland.gov/trees/trees-development/documents/tree-removal-large-trees-site-posted-notice>, which can be printed and completed at home. They are also available in the Development Service Center.

The posting notice must be filled out entirely and posted on site meeting the following requirements:

- Be posted on the site for at least 45 calendar days prior to the development permit issuance,
- Be posted within 10 feet of the street lot line nearest the tree or trees to be removed,
- Include the date of posting and the date of the end of notification period,
- Include a site plan at least 8.5x11 inches in size showing the location and description of the tree(s) to be removed including diameter size (see sample site plan on page 3 of this document), and
- Include contact information for the property owner or the property owner's representative.

Date of posting notice on site: _____

Date of the end of the notification period: _____

Note: The notice should be legible for the entire 45 day notification period. It is recommended that the posted notice be laminated.

2 Notification to Recognized Organizations

Notice must be emailed or mailed to the Neighborhood Association and District Coalition whose boundaries include the site. For the name and addresses (email or postal) of the Neighborhood Association and District Coalition, contact the Office of Community & Civic Life at 503-823-4519 or <https://www.portland.gov/civic>.

The notice to the recognized organizations must:

- Include a description of the trees(s) to be removed including diameter inch size(s),
- Contain contact information for the property owner or the property owner's representative, and
- Be e-mailed or mailed. If mailed, it must be sent via certified or registered mail. The date of the e-mail or the mailing must be at least 45 calendar days prior to development permit issuance.

Attach a copy of the following as proof of the notice content:

- a) A copy of the e-mail sent to the Neighborhood Association and District Coalition, or
- b) A copy of the letter mailed to the Neighborhood Association and District Coalition via certified or registered mail, along with copies of the certified or registered mail receipts.

List below the names and addresses of the Neighborhood Association and District Coalition representatives that were sent the notification, and the date the notification was sent.

Name of Organization	Name of person mailed/emailed	Physical address/Email address	Date mailed/emailed

3 Sign and Certify

The last part of this form must be signed by the owner and list the name of the owner's representative (if any) who performed the notification on the owner's behalf. If a representative was used, the representative must also sign below.

With my signature below, I attest that the above information is true and accurate. I understand incomplete or inaccurate information may result in the delay of my building permit application with Portland Permitting & Development being approved to issue.

Property Owner Name & Signature _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone (Contact Number) _____ Email _____

I, (property owner) _____ authorized my representative
(name of representative) _____ to perform the required
neighborhood notification for me.

Owner's Representative Name & Signature _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone (Contact Number) _____ Email _____

For more information regarding City of Portland Title 11, Trees:
Visit: www.portlandoregon.gov/trees | Call: 503-823-TREE (8733)

A Sample Site Plan for On-Site Posted Notice

This is a simplified draft for tree removal purposes only

REQUIRED:

- Site Plan must be clearly legible
- Site Plan must be shown on 8.5" x 11" or larger paper
- Site Plan must show accurate locations and size (DBH) of all 36" or greater trees to be removed
- Include the site address and indicate the street name(s) adjacent the site

OPTIONAL:

- Species of tree or trees to be removed, if known.
- Trees to be preserved that are located completely or partially on site.
- Required root protection zone and tree protection for trees to be preserved. (prescriptive or performance path)
- Building locations
- Pending development permit numbers, if known.

PENDING PERMITS: (if known)

PROJECT ADDRESS

3030 SE NEIGHBORHOOD STREET
PORTLAND, OR 97207

