



ADMINISTRATIVE REVIEW & APPEAL APPLICATION

URBAN FORESTRY

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

This form is to be used for the following:

- 1. Appeal Tree Permit decisions: The applicant may appeal any permit decision. The public may appeal a decision when public notice is required.**
- 2. Administrative Review of a Notice: when a property owner or responsible party has been given a notice of Portland City Code Title 11 and has been directed to make corrections or perform any act and the party believes the finding of the notice was in error.**
- 3. Administrative Review of a Development decision: When a development decision has been made, the property owner of the development site or that property owner's representative may request the decision be reviewed.**

In the application, you must specifically state how Urban Forestry erred in applying the standards or review factors of Title 11 in the issuance of a notice or permit decision. You can read a copy of Title 11 at www.portlandoregon.gov/trees/title11. For appeals, the applicable standards and review factors are found in chapters:

- 11.40.040 City and Street Tree Permit Standards and Review Factors
- 11.40.050 Private Tree Permit Standards and Review Factors

Instructions

- Fill out the form on the back of this page. Submit the completed application and fee in **one** of the following ways:
 - Mail to Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201 (preferred)
 - You must include a check made out to City of Portland
 - In person at the Development Services Center, 1900 SW 4th Ave. 1st Floor, Portland, OR 97201
 - Pay by check, cash, or credit or debit card
 - Note: there may be a wait time at the Development Services Center. Visit www.portlandoregon.gov/trees for Urban Forestry schedule at DSC.
- Applications must be received before the deadline stated in the notice or permit decision date.
- Applications require a non-refundable filing fee as per the current Urban Forestry fee schedule: <https://www.portlandoregon.gov/trees/article/734375>
- Supporting documents/evidence such as pictures or an arborist report, and supporting Title 11 code language must be included with this application or the application will be deemed incomplete and returned to you.
- Property owners with low income 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>).



Appeal of a Tree Permit decision

1. After Urban Forestry receives the completed appeal application, a hearing will be scheduled with the Urban Forestry Appeals Board within 45 days of the date the appeal was filed. Hearings are held on the third Thursday of the month in the morning. Hearings may be rescheduled by written request to trees@portlandoregon.gov or by mail to Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201.
2. At least 14 days before the hearing, the appellant will be notified of the date and time of the hearing. Plan to attend to present your case, or send a representative. If you or your representative do not attend, the permit decision will become final.
3. At the hearing, the Appeals Board will consider whether the City Forester erred in applying the standards and review factors governing the tree(s) in question according to City Code. The Appeals Board will take into consideration testimony from the applicant, appellant, staff, and Appeals Board members present at the hearing. The Appeals Board may affirm or reverse the permit decision.
4. If additional evidence is introduced at the hearing, the Appeals Board may delay its decision to provide adequate time for other parties to respond.
5. The decision of the Appeals Board is final and may not be appealed to another review body within the city.

Administrative Review of a Notice process

1. If a review is sought, the owner or responsible party shall submit a written request, via this application, to the City within 15 days of the date of the notice. Upon receipt of the Administrative Review Application, either by mail or in-person, the application will be date stamped for verification the submission was within 15 calendar days of the date on the notice.
2. The Administrative Review Application and supporting documents/evidence will be reviewed by the BDS Director or City Forester, as applicable. Following the review, the BDS Director or City Forester, will issue a written determination to the name provided on the Administrative Review Application.
3. A determination issued as stated in Section 11.70.120 may be appealed to the Code Hearings Officer, as provided for in Chapter 22.10 of City Code. A request for an appeal hearing shall be filed within 10 business days after the date of the decision or determination

Administrative Review of a Development decision

1. If a review is sought, the owner or owner's representative shall submit a written request, via this application, to the City within 180 days of the date of the decision. Upon receipt of the Administrative Review Application, either by mail or in-person, the application will be date stamped for verification the submission was within 180 calendar days of the date on the decision.
2. The Administrative Review Application and supporting documents/evidence will be reviewed by the BDS Director or City Forester, as applicable. Following the review, the BDS Director or City Forester, will issue a written determination to the name provided on the Administrative Review Application.
3. A determination issued as stated in Section 11.50.90 may be appealed to the Code Hearings Officer, as provided for in Chapter 22.10 of City Code. A request for an appeal hearing shall be filed within 10 business days after the date of the decision or determination

URBAN FORESTRY

Check one: ADMINISTRATIVE REVIEW APPLICATION APPEAL APPLICATION

Today's Date _____ Date of Decision or Notice _____

Case Number _____

Tree Address _____

Please cite the code section where Urban Forestry erred in applying the standards or review factors in Portland City Code Title 11 Trees (e.g. 11.40.050 A 2.b):

Use the space provided for a concise statement of Urban Forestry's error in the decision/notice.

Attach supporting evidence. Introducing additional evidence at an appeal hearing may result in a delay.

- | | |
|----------------------------|----|
| 1. E.g. Photos of the tree | 4. |
| 2. | 5. |
| 3. | 6. |

APPLICANT INFORMATION

Appellant Name _____

Organization _____

Mailing Address _____

City, State, Zip _____

Phone _____

Email _____

Relationship to the property where trees are located _____

For appeals: Will you attend or send a representative?

Yes, I will attend the appeal No, I will send a representative in my place

If you are not attending, list the representative's name:

What is the best way to contact you? Email Phone

Name: _____ Signature: _____ Date: _____

Submit the completed application and application fee to:

Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201
Make checks out to City of Portland

STAFF USE ONLY

Intake date: _____

IVR #: _____