



NEIGHBOR PLANTING CONSENT FORM

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

Instructions

This form is to be used when Title 11 required replacement trees are being planted at or adjacent to a property different than the tree removal property.

1. Obtain verbal permission from the property owner to plant trees on, or adjacent to, their property. Let your assigned Urban Forestry Tree Inspector know the address and the number of trees proposed to plant on that property.
2. If planting street trees, the Tree Inspector will inspect the site, mark the curb to identify where the trees are to be planted, and send you the [Approved Street Tree Planting List](#) appropriate for the planting location.
3. Talk with your neighbor, select trees to plant, and fill this form out completely and legibly. All information is required. Incomplete forms will be subject to delay.
4. Submit the completed form in **one** of the following ways:
 - by email directly to the Tree Inspector assigned to the case
 - by email to trees@portlandoregon.gov
 - 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 4th Ave. 1st Floor

NOTE: This form must be submitted before the Tree Removal & Replanting Permit will be issued.

Tree Planting Standards

- Street tree species must be selected from the appropriate Approved Street Tree Planting List. Find the lists online at www.portlandoregon.gov/trees/plantinglists.
- Broadleaf Trees must meet the minimum caliper size (below). Caliper is defined as the diameter of a tree trunk, in inches, measured 6 inches above the tree's natural ground line.

Development type	Minimum Caliper Size	
	On Site	Street
One and two family residential	1.5 inches	1.5 inches
Multi-dwelling residential	1.5 inches	2 inches
All others	1.5 inches	2.5 inches

- Conifer trees must be a minimum of 5 feet in height at time of planting.
- Trees must be watered during the dry summer months (May to October) for at least the first two to three years. Each tree will need approximately 15 gallons of water once a week.
- Maintenance of required trees is the ongoing responsibility of the property owner. Trees that do not survive must be replaced in kind.



Neighbor Planting Consent Form

TREE REMOVAL & REPLANTING PERMIT INFORMATION

Address of the permit: _____	Address for replanting: _____
Case number (IVR # or permit#): _____	Total number of trees to replant: _____

PERMIT HOLDER INFORMATION

Name: _____	Email: _____
Mailing address: _____	Phone: _____

PLANTING LOCATION INFORMATION (must be the property owner)

Property owner name: _____	Email: _____
Mailing address: _____	Phone: _____

TREE PLAN – Required

- A. Draw your property in the box provided below -OR- include a [printed map](#) of your property.
- B. **Tree Plan must include the following:**
- Existing street trees
 - Existing private property trees
 - Trees proposed for removal
 - Trees proposed for replanting
- C. Street names, property lines, building(s) outline, driveway, and/or any other pertinent information



Please list number and species of trees to replant.

- # of **STREET TREES** to be replanted: _____ Species (required): _____
- Must be selected from the City's approved street tree planting lists (www.portlandoregon.gov/trees/plantinglists).
- Street trees cannot be planted in planting strips less than 3-feet wide.
- **STREET TREE PLANTING WILL REQUIRE A FIELD INSPECTION**
- # of **PRIVATE TREES** to be replanted: _____ Species (required): _____

Tree Planting & Establishment Agreement

Write in the name of the responsible party for each line below.

I, _____ (Permit Holder or Neighbor), agree to purchase and plant the tree(s) listed above at the planting location listed above.

I, _____ (Permit Holder or Neighbor), agree to plant the tree(s) according to the City of Portland Code Title 11 Tree Planting Specification.

I, _____ (Neighbor), agree to replace the tree(s) in kind if the tree(s) dies.

I, _____ (Neighbor), agree to the long-term maintenance and care of the tree(s). I will obtain all necessary permits related to the future maintenance of the tree(s).

NOTICES

Statement of Fact: By signing or initialing, 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.

Statement of Compliance with City Code: By signing or initialing, I agree to comply with City of Portland Code Title 11. 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 City Code Title 11. 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 Plant and Establish Trees: By signing or initialing, I understand that replanting is a condition of a tree removal permit. I agree to meet the City of Portland's street tree planting standards (www.portlandoregon.gov/trees/treeplanting). I understand that I am responsible for the successful establishment of the replanted trees.

Permit Holder Name: _____ Permit Holder Signature: _____ Date: _____

Neighbor Name: _____ Neighbor Signature: _____ Date: _____

Neighbor must be the owner of the property where the trees will be planted

Submit completed form to your assigned Tree Inspector or

by email to: trees@portlandoregon.gov

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 4th Ave. 1st Floor

Don't forget to call the Oregon Utility Locate Hotline (811) before digging a hole to plant your tree!

For additional tree planting and establishment information and standards visit:

www.portlandoregon.gov/trees/treeplanting.