



TREE PERMIT VIOLATION REVIEW APPLICATION

Case Number: _____ **Notice Date:** _____

PROPERTY OWNER -or- RESPONSIBLE PARTY

Name: _____ Company: _____

Mailing Address: _____

Phone: _____ Email: _____

Site Address: (Check if same as above) _____

I have received a Notice and am required to submit the following information in accordance with [Portland City Code Chapter 11.70](#).

By signing below, I affirm I am the owner of the property, responsible party or an authorized representative. As the property owner, responsible party or authorized representative, I hereby give permission to the City of Portland and its agents, officers, and employees to enter the property for the purposes of tree and compliance inspections.

Signature (**REQUIRED**) _____ Date: _____

As required in the Notice, I have included the following:

Application Fee	\$ _____
Restoration Fee	\$ _____
Tree Plan (see reverse)	

Violation Review Fee	\$ _____
Civil Penalty	\$ _____
Treatment/Restructure Plan	

Please make checks out to: City of Portland

When submitting materials, please reference your case number and the site address.

Submit materials in one of the following ways:

- By mail: Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201
- In person: Visit the Development Services Center at 1900 SW 4th Ave, Portland, OR 97201. For current operating hours visit www.portlandoregon.gov/trees or call 503-823-7300.

*Fees may also be paid online at <https://devhub.portlandoregon.gov/>

If the required actions above are not taken by the date specified in the Notice, the City may assess monthly code enforcement fees per the current Urban Forestry Fee Schedule (www.portlandoregon.gov/trees/article/497244) and an additional 10% City Auditor charge. The fee will be imposed by the City until you correct the violation(s) and City staff re-inspects the property and verifies all required corrections have been made. If you do not correct the violation(s) by three (3) months from the initial Notice, the monthly code enforcement fee doubles until the condition is corrected, inspected, and approved by City staff.

STAFF USE ONLY
IVR:
ZONE:
DATE RECEIVED:



TREE PLAN

Case Number: _____ Planting Address: _____

TREE PLAN - Refer to your Notice for the planting requirement

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



REPLANTING INFORMATION - List number and species of trees to be replanted.

Street Trees:

of Street tree(s) _____ # Inches to Plant: _____ 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.

Private Property Trees:

of Street tree(s) _____ # Inches to Plant: _____ 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.

Total:

Trees to Plant: _____ # Inches to Plant: _____

Species and size of tree(s) at planting must conform with the tree planting size specifications of 11.60.020.B (<https://www.portlandoregon.gov/citycode/66011>).

A fee-in-lieu of planting may be accepted for trees that cannot be planted on site or in the adjacent street. Please discuss if you property qualifies for this option with the assigned Tree Inspector.

