



TREE PRUNING PERMIT APPLICATION - Inspection Required

Incomplete applications will result in delays.

Need help? Visit www.portlandoregon.gov/trees/65396

For Questions: call (503) 823-TREE(8733), or email trees@portlandoregon.gov.

TREE INFORMATION

Address of the tree(s): _____

Trees Requested for Pruning:

of Private tree(s): _____ # of Street tree(s): _____ # of Heritage Trees: _____

NON-REFUNDABLE APPLICATION FEES

Payable to "City of Portland"

Tree Branch Pruning Inspection Fee: \$50

Street Tree Root Pruning Inspection Fee: \$164

Property owners living on low incomes may qualify for a fee waiver. For more information, visit

[Urban Forestry Financial Assistance \(https://www.portlandoregon.gov/trees/article/758579\)](https://www.portlandoregon.gov/trees/article/758579).

APPLICANT INFORMATION

Name: _____ Company: _____

Relationship to Property: _____

Property Owner Contractor / Arborist Property Manager Other _____

Mailing Address: _____

Phone: _____ Email: _____

If Applicant is not the Property Owner:

Property Owner Name: _____

Mailing Address: _____

Phone: _____ Email: _____

RETROACTIVE TREE PRUNING PERMIT APPLICATION

Portion of tree(s) have been pruned because **the actively failing condition** and location of the tree(s) and/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. As required by [City Code 11.40.020.D](#) 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.

NOTE: The property owner or authorized representative and/or tree care provider may be found in violation of City Code if it is determined that regulated trees and/or portions of trees were removed without a permit and the owner/applicant is unable to demonstrate the emergency.

STAFF USE ONLY
IVR:
ZONE:
DATE RECEIVED:



PRUNING PROPOSAL

TREE INFORMATION Use one row for each tree. Attach additional pages as needed.

Tree #	Species	Tree trunk diameter at 4.5'	Work Proposed	Comments



Acknowledgement Statement

I, _____, the property owner or authorized representative, am responsible for complying with the following statements.

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 the permit, regardless of how or when discovered. I certify that I have done my due diligence to determine that I do need to submit a tree pruning application and understand that the application fee is non-refundable if, in fact, a permit is not required.

I agree to comply with City of Portland Code Title 11 Trees. **I understand that submitting an application does not entitle me to a permit, and I must have possession of the permit 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 tree per day in accordance with City Code Title 11; additional fines may also apply. 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.

The property owner or authorized representative hereby give permission to the City of Portland and its agents, officers, and employees to enter the property for the purpose of tree inspection prior to permit issuance and any necessary compliance inspections after the permit is issued.

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**) _____ Date: _____

If applicable,
Neighboring Owner Signature _____ Date: _____

Tree pruning can impact wildlife. Many animals are protected under laws such as the [Migratory Bird Treaty Act \(www.fws.gov\)](http://www.fws.gov). It is your responsibility to understand and comply with all applicable city, state and federal laws and regulations.

