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| --- | --- |
| Date:  |       |
| Project Name: |       |
| Location: |       |
| Project No.:  |       | Activity No.: | 000-00-000 |

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| **Contact Person:** |       |

|  |  |
| --- | --- |
| Telephone No.: | 503-823-      |
| E-Mail Address: |      @portlandoregon.gov |

[ ]  Project Manager [ ]  Project Engineer [ ]  Review Engineer

|  |  |
| --- | --- |
| **Second Contact Person:** |       |

|  |  |
| --- | --- |
| Telephone No.: | 503-823-      |
| E-Mail Address: |      @portlandoregon.gov |

[ ]  Project Manager [ ]  Project Engineer [ ]  Review Engineer

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| --- |
| Tentative Construction Schedule |
|       |

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| Other Comments: |
|       |

* **Attach vicinity map (if available) – no larger than 11”X17”.**
* **Attach the "Preliminary Project Design Form" (PPDF)** <https://www.portlandoregon.gov/TREES/66986> **to Urban Forestry**

 **at** [trees@portlandoregon.gov](file:///%5C%5CPDOT60%5CPCCOMMON%5CJoe%5Ctrees%40portlandoregon.gov) **who will assign a staff to your project.**