



# PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

-For Official Use Only-

Accepted \_\_\_\_\_

Declined \_\_\_\_\_

## HERITAGE TREE NOMINATION FORM

- Nominations are accepted all year and reviewed after May 1<sup>st</sup>.
- Attachments may also be submitted, including photos and additional text.
- Nominations for trees on private property must include the consent and signature of the property owner(s).

### Tree Information

Date: \_\_\_\_\_

Tree species (botanic or common name): \_\_\_\_\_

Number of trees: \_\_\_\_\_

Tree Address: \_\_\_\_\_

Neighborhood: \_\_\_\_\_

Tree is located:

- Between the curb and sidewalk (street tree)
- Park or other City property
- Private property
- Other

Location Notes: \_\_\_\_\_

Tree Size:

Height (approximate): \_\_\_\_\_

Crown (measure from one edge to opposite edge): \_\_\_\_\_

Circumference (distance around the trunk 4.5 ft. from ground): \_\_\_\_\_

Approximate age: \_\_\_\_\_

Condition: \_\_\_\_\_

Historical Facts: \_\_\_\_\_

Noteworthy Features:

- Beauty  Shade  Size  Kind  Age  History  Horticultural interest

### Nominator

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Owner (for private property trees only)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Consent: *I understand that my tree is being nominated for Heritage Tree status and give my consent to proceed forward in the nomination process.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Submit nominations to:

PP&R Urban Forestry - Heritage Tree Program, 1120 SW 5<sup>th</sup> Ave, Suite 858, Portland, OR 97217

[Parks.Heritagetree@portlandoregon.gov](mailto:Parks.Heritagetree@portlandoregon.gov)

## HERITAGE TREE NOMINATION FORM INSTRUCTIONS

Thank you for your interest in the Heritage Tree Program and nominating your favorite tree for designation as one of Portland's most fabulous trees. While you prepare this nomination, please consider the following:

The Heritage Tree Program celebrates grand trees of Portland, such trees exhibit:

- Significant size or old age
- A notable historic or cultural reference
- Horticultural interest
- A unique or rare species

Additional factors to consider for your nominee:

- Heritage Trees require sufficient space to grow for both their roots and canopy.
- Heritage Trees are in good health and have received proper care and maintenance.
- Heritage Trees are visible to the public from some vantage point (from street or alley).
- Nuisance tree species are not eligible for the Heritage Tree Program.
- Property owner consent is required for all nominated trees on private property.

### Tips for identifying promising Heritage Tree nominees:

- Compare the prospective tree with other, existing Heritage Trees of the same species, and determine if your tree is of similar size or height or greater using the [Heritage Tree Website](#).
- Find tall trees using [Portland State University's Canopy Analytics Tool](#).
- Research the history of a tree using the [Historical Tree Research Guide](#).

### What does it mean to have a Heritage Tree on Private Property?

Heritage Trees enjoy the highest level of protection in the City of Portland. Heritage Trees on private property can only be designated with the consent of the property owner. This consent is recorded on the property deed and binds all future property owners.

It is unlawful for any person, without a permit from Portland Permitting & Development (PP&D), to remove, prune, or injure any Heritage Tree. If a property owner wants to prune a Heritage Tree, they must first obtain a free pruning permit from PP&D. City Tree inspectors are available for Heritage Tree consultations.

No Heritage Tree can be removed without the consent of the Urban Forestry Commission. Exceptions occur only in cases of emergencies and require approval of the City Forester. For additional information, please see City Code 11.20.060.

### Heritage Tree Nomination Process

- Nomination reviews begin on May 1<sup>st</sup>.
- Trees are inspected for growth space, health, and ownership is confirmed.
- Heritage Tree Committee reviews nominated trees and votes (summer).
- Urban Forestry Commission votes on recommended Heritage Trees (fall).
- Urban Forestry Commissioner presents nominated trees to City Council (winter).
- City Council votes and approves ordinance designating new Heritage Trees (winter).
- New Heritage Trees are added to program and receive plaques (spring).