



HERITAGE TREE PERMIT APPLICATION

Incomplete applications will result in delays.

Need help? Visit <https://www.portland.gov/trees/treepermits/heritage-tree-permit-faqs>

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

TREE INFORMATION

Address of the tree(s): _____ # of tree(s): _____

PERMIT TYPE

Check One:

- Health Inspection
 Pruning
 Removal
 Root Pruning
 Attachment
 Chemical Treatment
 Other: _____

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: _____

Heritage Tree Permit Application Instructions

- 1) Fill out the application completely and legibly. All information is required for the application to be deemed complete and processed. Incomplete applications are subject to delays.
- 2) Submit the completed application in **one** of the following ways:
 - by email to trees@portlandoregon.gov
 - by mail to Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201
- 3) There is no application fee for the Heritage Tree Permit application.

STAFF USE ONLY
IVR:
ZONE:
DATE RECEIVED:



PROPOSAL

TREE INFORMATION Use one page for each tree. Attach additional pages as needed.		
Tree #	Species	Tree trunk diameter at 4.5'
Work Proposed		





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 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 physical 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 for replanting compliance inspection 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 maintenance activities 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.

